



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**CLOSED SESSION – 5:30 P.M.**  
**REGULAR MEETING – 6:30 P.M.**  
**TUESDAY, JUNE 2, 2015**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE, RIO DELL**

*WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

**THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS**

A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

- 1) 2015/0602.01 - **Conference with Labor Negotiator – City Manager**  
Concerning Labor Negotiations with Rio Dell Employees Association,  
Rio Dell Police Officers Association, and Contract Employees  
(Pursuant to Gov't Code Section 54957.6)

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENUE INTO OPEN SESSION – 6:30 P.M.

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

## I. CEREMONIAL MATTERS

## J. PUBLIC PRESENTATIONS

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Councilmembers present that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

## K. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".*

- 1) 2015/0602.02 - Approve Minutes of the May 19, 2015 Regular Meeting (**ACTION**) 1
- 2) 2015/0602.03 - Authorize the City Manager to execute a continued Contract Agreement with Adult Day Health & Alzheimer Services for Transportation Services for the fiscal year 2015-2016 (**ACTION**) 13
- 3) 2015/0602.04 - Adopt Resolution No. 1264-2015 Adopting the Gann Appropriations Limit for FY 2015-2016 (**ACTION**) 18
- 4) 2015/0602.05 - Approve Amendment No. 1 to Agreement with Humboldt Waste Management Authority (HWMA) to extend the Agreement for Waste Reduction (recycling) Programs into FY 2015-2016 (**ACTION**) 20
- 5) 2015/0602.06 - Authorize the City Manager and Chief of Police to sign a Memorandum of Understanding (MOU) and Police Dispatch Contract with the City of Fortuna Police Department (**ACTION**) 33

## L. SPECIAL PRESENTATIONS/STUDY SESSIONS

- 1) 2015/0602.07 - Presentation on FY 2015-2016 Recommended Budget with Summary of Changes (**DISCUSSION/POSSIBLE ACTION**) 39

## M. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2015/0602.08 - Provide Staff Direction on Acquisition of School Site Property (**DISCUSSION/POSSIBLE ACTION**) 63

3) 2015/0602.09 – **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
(Government Code Section 54956.8)

**Property:** Waterline along Old Ranch Road, Humboldt County, Assessor Parcel Numbers (APN): 205-041-040, 205-041-017, 205-041-057, 205-041-047, 205-041-059, 205-041-014.

**Proposed Agency Negotiators:** Kyle Knopp (City Manager), Randy Jensen (Water Superintendent) and Russ Gans (City Attorney)

**Negotiating Party:** Beth and John Coleman, David and Susan Hagemann, Jennifer Mackey, Kay Peake, Charl and Donna Stoneman, Linda Cidoni, Jeff and Laura Lewis, Humboldt Redwood Company

**Under Negotiation:** Price, terms and construction costs of proposed waterline relocation and access easements on/near Old Ranch Road (**DISCUSSION/POSSIBLE ACTION**)

64

4) 2015/0602.10 – Review Draft 2015 City Council Protocols/Rules of Procedure and discuss any suggested revisions (**DISCUSSION/POSSIBLE ACTION**)

66

N. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

O. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director
4. Community Development Director

P. COUNCIL REPORTS/COMMUNICATIONS

Q. ADJOURNMENT

*The next regular meeting will be on June 16, 2015  
at 6:30 p.m. in City Hall Council Chambers*

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
MAY 19, 2015  
MINUTES**

The regular meeting/closed session of the Rio Dell City Council was called to order at 5:30 p.m. by Mayor Wilson

**ROLL CALL:** Present: Mayor Wilson, Councilmembers Johnson and Marks

Absent: Councilmembers Garnes and Thompson (excused)

Others Present: (Closed Session) City Manager Knopp, Water/Roadways Superintendent Jensen and City Attorney Gans

(Regular Meeting) City Manager Knopp, Finance Director Woodcox, Community Development Director Caldwell, Water/Roadways Superintendent Jensen and City Clerk Dunham

Absent: Chief of Police Hill and Wastewater Superintendent Chicora (excused)

**CLOSED SESSION**

At 5:30 p.m. the Council recessed to closed session with legal counsel to discuss the following matters:

Conference with Legal Counsel – Existing Litigation

Name of Case: City of Rio Dell v. SHN Consulting Engineers and Geologists, Inc. a California Corp. Case No. DR130745 (Pursuant to Gov't Code Section 54956.9(a); and

Conference with Legal Counsel – Anticipated Litigation

Consider initiation of litigation pursuant to paragraph (4) of Subdivision (d) of Section 54956.9: (One potential case, facts and circumstances known to adverse parties): Access dispute, quiet title and prescriptive easement related to waterline maintenance and vehicular access along Old Ranch Road to City of Rio Dell Monument Springs Parcel (APN: 205-041-014). Potential adverse property owners along Old Ranch Road, include, without limitation, Cidoni, Coleman, Lewis and Humboldt Redwood Company.

Conference with Labor Negotiator – City Manager

Concerning Labor Negotiations with Rio Dell Employees Association, Rio Dell Police Officers Association, and Contract Employees (Pursuant to Gov't Code Section 54957.6)

The Council reconvened into open session at 6:30 p.m. and Mayor Wilson announced there was no reportable action taken in closed session.

## **PUBLIC PRESENTATIONS**

Nick Angeloff reported on a recent meeting held with some of the smaller cities, including Humboldt County and Tehama County with a lobbyist from Washington, D.C speaking on the benefits of having someone in D.C. to stimulate the idea of having products coming through our port. He said manufacturers and agriculture producers, especially walnut producers are having a very difficult time with existing California ports and are actually shipping out of Texas ports to avoid using California ports, not realizing Humboldt Bay is a viable option. He said their transportation costs are far and beyond what is necessary to entice them to use the port of Humboldt. He said he, as well as others will be pursuing this and will see how it goes.

Tracy O'Connell provided an update on the community survey and said she found the process to be interesting and informative. She stated that she spent a lot of time meeting people and expressed her appreciation for the cooperation with various organizations and businesses for helping to get the word out about the survey. She also noted that she showed up at several events with the surveys including the pancake breakfast, the circus, and Food for People, as well as visiting local churches and businesses. She said she would be taking the survey off line this weekend and strongly encouraged anyone interested in taking the survey to do so. The bad news was that only 50 surveys were received but some good ideas were presented that can be accomplished at little or no cost such as the establishment of a book club in the City. She also noted that five or six people provided contact information and indicated that they would like to get more involved with the City which was good. She said she will be preparing a report on the survey results and submitting it to the city manager.

## **CONSENT CALENDAR**

Mayor Wilson asked that Item No. 1, May 5, 2015 minutes, be removed from the consent calendar for separate discussion.

Motion was made by Johnson/Marks to approve the consent calendar including approval of the Annual TDA Claim for FY 2015-15 and authorizing the Finance Director to sign and submit the claim to Humboldt County Association of Governments (HCAOG); authorizing the City Manager to sign a Memorandum of Understanding with Redwood Coast Energy Authority (RCEA) for the Electric Vehicle Charging Station; to receive and file the report on the Metropolitan Well Site Rehabilitation performed by Groundwater Pump and Well, Inc.; and approval of Resolution No. 1263-2015 designating the City Manager as the authorized representative in the application for a Safe Drinking Water State Revolving Fund Grant related to the Metropolitan Well Site. Motion carried 3-0.

### Approve Minutes of the May 5, 2015 Regular Meeting

Mayor Wilson referred to page 7 of the minutes; specifically the comments made by Sharon Wolff related to water and sewer rates and her question regarding the status of the approved

contract with Bartle Wells to do a water rate study. He said he had overlooked the fact that the City Council had approved doing the study but had not actually moved forward or spent money on it. He said he wanted to thank Sharon for bringing it to the Council's attention.

Motion was made by Wilson/Johnson to approve the minutes of the May 5, 2015 regular meeting as presented. Motion carried 3-0.

### **SPECIAL PRESENTATIONS/STUDY SESSIONS**

#### Presentation on Water Rate Analysis – Richard Culp, P.E. from Rural Community Assistance Corporation (RCAC)

City Manager Knopp introduced Mr. Richard Culp, a civil engineer and specialist with RCAC, present to provide the Council with an overview of the process of providing the City with a water rate analysis. He said Mr. Culp comes with a wide array of experience in working with small jurisdictions including Humboldt County and the City of Rio Dell in the past.

Mr. Culp began by providing a brief introduction about RCAC and explained that it is a non-profit organization that provides training, technical and financial resources and advocacy to smaller disadvantaged communities. He noted that they are involved in a lot of contracts with the State and various grant programs and assists communities with loan programs including Rural Community Assistance Corporation (RCAC) loans.

He said his job as a civil engineer is to go where he is needed to provide technical assistance and said he was working in Rio Dell with Oscar Larson & Associates in the late 1990's as an intern and has followed Rio Dell through the years. He said he is pleased to have the opportunity to provide the City with assistance on a water rate analysis. He said because of a couple of grant programs, they are able to provide this service to the City at no charge.

He said as part of the process, he will go through the current rate structure as well as assessing the capital improvement needs of the City to come up with a series of rate options for the Council to consider.

#### **Councilmember Garnes arrived at this time.**

He noted that one of the things that funding agencies do before funding projects is to send RCAC in to look at the rate structures and basically compare revenues with expenditures to make sure a jurisdiction is able to pay a loan back if funded. He said he will try to get a sense of where rates are now and put together a basic rate study and make suggestions on ways to improve the overall financial position of the water fund. He said in addition to reviewing revenues and expenditures he will look at the reserves and future capital projects and provide a wide range of options for establishing a fair and equitable rate schedule.

He commented that he has just begun to look at the City's data so he doesn't have any answers as to what a suggested rate increase might be but under his initial observation it appears the debt service is being accurately funded but there is likely a shortfall in the water operations fund. He said a lot of small communities are in the same situation when it comes to establishing rates that will not only cover the cost of operations but provide for long range planning for replacement of infrastructure and equipment. He said the difficulty is determining what customers can handle as far as rates and whether the rate increase is enough to get the water fund back on track.

He explained that he will submit a report and explain the methodology for his recommendation as part of the standard technical assistance RCAC provides but the decision is ultimately up to the City Council.

In closing, he offered to answer any questions regarding the process for preparing the water rate analysis.

Councilmember Johnson commented that the City currently has approximately 30 customers outside the city who are charged at 150% of the regular rate and asked if he had any experience with tiered rate structures.

Mr. Culp explained that tiered rate schedules are very common, especially with respect to water conservation and noted that he did notice the accounts outside the city and understands the reason for the tiered rate. He pointed out that typically those customers are not subject to the same assessments or bonds that Rio Dell residents are subject to and that he understands there are some capital improvements that need to be made to that portion of the system.

He stated that a recent court ruling found San Juan Capistrano's tiered water rates unconstitutional at a time when agencies are being encouraged to use tiered rate structures to promote conservation. He said the problem was that they failed to show justification that the water rates were directly tied to the cost of delivering the water.

He pointed out that under Prop 218, rates must be justified by the cost of providing the service so that they are fair and equitable to rate payers.

Councilmember Johnson asked if the water rate analysis includes water connection (buy-in) fees.

Mr. Culp stated that connection fees can be included but are a little more complicated to calculate.

He anticipated having a draft study completed by the middle of June with presentation to the City Council followed by the final document.

Mayor Wilson called for public comment on the proposed water rate study; there was no public comment received.

City Manager Knopp thanked Mr. Culp and commented that he brings a fresh perspective on the issue and believes he will bring a technical but fair assessment based on his experience and

background in working with water rate studies. He said with this information, the public and the City Council will have a clear picture of the situation and hopefully the City will be able to move forward with a fair and equitable rate structure that be sustainable into the future.

Mayor Wilson asked for clarification on the action of the City Council at the June 4, 2014 meeting related to a water rate study.

City Manager Knopp explained that the Council had authorized the City Manager to execute an agreement with Bartle Wells Associates to do a water rate and capacity fee study for an amount not to exceed \$25,000 but the work was put on hold for various reasons and as a result, no work has been done and no money has been paid to them to perform the service. He said since that time there has been the water curtailment and several leaks have been identified and repaired so the data today will provide a much clearer picture of the actual situation.

Mayor Wilson pointed out that a study session with Bartle Wells then would probably not be needed.

City Manager Knopp said it would not be needed unless the Council chooses otherwise and said he was in contact with Bartle Wells representatives and they indicated they would be available if needed.

Presentation from City Engineer (GHD Engineering) on Metropolitan Well Site Redevelopment Project and Related Safe Drinking Water State Revolving Fund Grant Application

City Manager Knopp turned this item over to the City Engineer, Jesse Willor to provide a power point presentation.

City Engineer Willor began with a brief update on the project and said the site work to date includes installation of monitoring wells and cleaning and testing of the wells. He said what that did was give them the data to begin the preliminary design which they are in the process of doing now. He said once the Council approves the preliminary design, they will move forward with submittal of the State Revolving Fund (SFR) grant application. The next step once the funding is in place will be to go out to bid on the rehabilitation of the wells. He reported the project is on track for completion by December 2015/January 2016. He noted that flow rate data is needed so they can determine the pump sizing.

Councilmember Johnson asked if they had data on the parts per million (ppm) related to iron and manganese content.



City Engineer Willor stated that high concentrations of manganese were detected as expected and some iron but the particular filter system they are recommending will remove the manganese through oxidation. He indicated the goal is for the well to produce 300 gallons per minute.

Next was review of the site plan; detail of the existing wells; schematic of the backwash system; and location of the monitoring wells.

City Engineer Willor emphasized the need to get the plans reviewed by staff and approved in order to get the application in and stay on target with the aggressive timeline.

Councilmember Johnson asked if there was any foreseeable reason for not meeting the project timeline and asked for the status of the permitting process.

City Engineer Willor commented that although the schedule is tight, he was 90% confident the project will be completed as scheduled. He said with regard to funding, the grant funds will be available in June to reimburse the City for any project expenditures to date. He said they are working on finalizing the permitting requirements.

Presentation from City Engineer (GHD Engineering) on the Active Transportation Program Grant Application and Design

City Engineer Willor provided an update on the grant application and design of the K-8 Schools SRTS Safety Improvement and Community Outreach Project with grant funding through the Active Transportation Program (ATP). He said the preliminary plans were submitted to the Council for review a couple of months ago and what is before the council now is the final design including Class II bike lanes and signage. He said the grant application is due on June 1, 2015 so the plan is to submit the complete application package by the middle of next week. He presented nine concept designs for the five project components including bike lanes, signage and striping on portions of Belleview Ave., Wildwood Ave., and Davis St. and intersection reconfiguration of Scenic Way at Eeloa Ave. for pedestrian and bicycle safety, as well as improvements to the Highway 101 southbound off-ramp at Wildwood Ave. He noted that they are still trying to T-in a 90 degree approach at the 101 off-ramp to improve the safety of that intersection. He also pointed out that reconfiguration of the intersection at Scenic Way and Eeloa will incorporate a contiguous bike lane from that location to the downtown.

City Engineer Willor reported that the costs for all five project components were pulled together for a total estimated project cost of \$1.4 million.

Councilmember Johnson said in reviewing the upcoming HCAOG Board packet, it appears that they will be reviewing all projects and moving forward on all fronts.

City Manager Knopp pointed out that the State has basically moved the goal post on the submittal of applications and thanked Engineer Willor for expediting the project to keep within the new timeline.

Mayor Wilson called for public comment.

Nick Angeloff commented that he will be submitting a letter of support for the proposed project on behalf of the Rio Dell Chamber of Commerce although was questioning \$1.4 million in improvements and asked what beyond signage and striping that entailed. He also questioned maintenance costs and commented that it would be nice to see \$1.4 million spent on road improvements.

Engineer Willor reviewed the proposed improvements and said in addition to bike lanes and signage the project includes intersection improvements including paving, curbs, gutters, sidewalks and storm drain inlets. He pointed out that the project does include a lot of striping but the main objective of the grant is to enhance pedestrian and bicycle safety to and from school so striping was a necessary component of the project in order to meet the objective. He said the 101 off-ramp will also involve new pavement, sidewalk, crosswalk and widening of the shoulder to incorporate bike lanes.

Nick Angeloff asked if the project includes any "taking of property" on Eeloa Ave.

Engineer Willor said he spoke to one of the property owners at the intersection who was very vocal against taking any portion of his property so they tried to design the project so as not to affect any of those property owners. He noted that there will be a small impact to the Cal-Trans right-of-way. He said with regard to maintenance costs, he did not have those figures however; some of the maintenance costs would be reduced due to drainage improvements.

Councilmember Johnson pointed out that through Active Transportation Program and the engineers, they have taken the next steps to address a couple of long standing safety problems and if approved, this will be a huge benefit to the City.

City Manager Knopp said any letters of support for the project from individuals or groups would be welcomed.

## **SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

### Discussion and Review of Options Related to Economic Development

City Manager Knopp provided a brief staff report and said the intent of the economic development workshop held on February 24<sup>th</sup> was to have a brainstorming session and come up

with ideas related to the economic development of the City. A list of the comments and ideas was compiled and it was suggested that committees be developed to move forward on some of

the select items. He said Councilmember Thompson and Chamber President Angeloff agreed to get together and work on signage that would hopefully direct northbound traffic through Rio Dell on the scenic route from Blue Slide Road to Ferndale.

Mayor Wilson referred to the list and commented that although creating business opportunities is good it requires someone willing to invest. He suggested going through the list and determining how each of the suggestions will benefit the City with regard to economic development. He noted that it is his understanding that it takes \$6 million in sales to generate \$100,000 in revenue for the City.

City Manager Knopp stated that what staff has focused on most to promote economic development is CDBG and said it may take a little time to get that program underway. He suggested the Council review the list and return it to staff with strategies on how to approach the various items then bring it back to Council on a subsequent agenda for further discussion.

Mayor Wilson suggested another study session be held solely for discussions on economic development and perhaps invite the business community to participate. He said one of his questions is how to encourage a meat processing plant to come to Rio Dell and posed the idea of having a full-time staff person devoted to recruiting potential businesses.

Councilmember Garnes stated that she is not sure how would fit into the budget but like other cities the Council should seriously consider the possibility of having a full-time staff to look at ways to bring in new business and promote special events that will benefit the City. She said without having someone going out and recruiting these activities it probably won't happen by itself. She suggested the matter be brought back for further discussion at the next meeting.

A study session on economic development was scheduled for June 23, 2015 with the meeting time to be determined after coordination with the business community.

Nick Angeloff commented that one of the topics that came up when he was in the valley last week was related to meat producers and there was a group of people from Japan that were not aware of Humboldt Bay Harbor and subsequently went to Oregon and opened up a meat processing plant there. He said there is a huge interest expressed in the value of having nut, fruit and meat producers. He noted that even though these business would not generate any sales tax for the City they would create jobs which brings money back into the community. He pointed out that communities need the creation of jobs and an income base to support retail.

## **ORDINANCES/SPECIAL RESOLUTIONS**

Adopt Resolution No. 1259-2015 Authorizing the City Manager to Request that the Department of Housing and Community Development (HCD) Rescind their Approval of the City's Program Income Housing Revolving Loan Fund

Community Development Director Caldwell provided a staff report and said at the November 18, 2014 meeting, the Council adopted a new CDBG Program Income Reuse Agreement due to changes to the Federal CDBG Program Income Reuse Policy. He said at that time, the City's Owner Occupied Rehabilitation program was the only CDBG approved activity but since that time the City has adopted new Homebuyer Assistance Guidelines which were recently approved by the Department of Housing and Community Development. As such, he said Program Income is currently limited to those two approved housing activities.

He said based on the discussions with Thomas Brandeberry from CDBG, it was determined that the CDBG Revolving Loan Fund (RLF) is not in the best interest of the City because it limits the use of Program Income to Owner Occupied Rehabilitation and Homebuyer Assistance loans. Therefore, staff is requesting the Council authorize the City Manager to request that the State rescind their approval of the Housing RLF. He said if approved, the City will be allowed to seek approval from HCD to use Program Income for other approved CDBG activities as identified on the Matrix (list of eligible activities) identified as "Attachment 2 " in the Council packet.

Councilmember Johnson asked if it is approved if the removal of architectural barriers (ADA improvements at City Hall) would be covered under *03B Handicapped Centers.*

Community Development Director Caldwell noted that it could possibly be covered there or under *03 Other Public Facilities and Improvements.*

Mayor Wilson opened the public hearing to receive public comment on the proposed resolution.

There being no public comment, the public hearing closed.

Motion was made by Johnson/Garnes to adopt *Resolution No. 1259-2015 Authorizing the City Manager to Request that the Department of Housing and Community Development (HCD) Rescind their Approval of the City's Program Income Housing Revolving Loan Fund.* Motion carried 4-0.

## REPORTS/STAFF COMMUNICATIONS

City Manager Knopp presented a written *City Manager Update* including a graph of the City's *Water Flow to Distribution, 2013 to Present.* He noted that Rio Dell is not classified as an Urban user but are complying with the 25% reduction mandate anyway and will continue to review the water data over the course of the summer. He also reported that staff was gathering information for the SRF Grant Application; announced the date for an E-Waste Event of September 19, 2015; reported updates of the City's web site are underway with an overall new design; said he met with the Rio Dell School District regarding the property acquisition and said they are still interested in turning over a portion of the school property to the City but the School Board is interested in learning more as to the reasons for the transfer of property. He noted there

will be a field trip for the parties involved to make sure it is in the best interest of the school and the city; he thanked the Police Department for intercepting a number of suspects related to a series of recent property crimes; said he met with the California Conservation Corp (CCC) on site at the end of the southbound 101 bridge where they were proposing to access through City property to remove a patch of Arundo and as it turns out won't need access through City property; said on the next agenda will be a matter related to inclusion of the City in the County's CDBG Rapid Rollout Program; announced the City of Ferndale will be hosting the League of California Cities Redwood Empire Division meeting on Friday, May 22, 2015 and said he will be attending the General Business Meeting from 3:00-5:00 p.m. but will be unable to attend the

dinner. He said for anyone that can't make this meeting, the next meeting will be held in Trinidad on July 17, 2015. He then reported that the contract for recycling will be moved to the June 2, 2015 agenda; said a Budget Study Session was scheduled for May 27, 2015; and said continued discussion on economic development and review of the draft *City Council Protocols* will be on the next agenda.

Finance Director Woodcox said she had nothing to report at this time.

Community Development Director Caldwell reported that he attended the CDBG workshop in Anderson and they talked about the micro-enterprise business assistance program and said they will be releasing their new guidelines hopefully by the end of the month. He said this is one of the items that he and the City Manager will be talking about with regard to the County's offer to help administer that program.

He also reported that he was hoping to have a Nuisance Committee meeting on June 2<sup>nd</sup> however; a closed session is scheduled at the same time so the Nuisance Committee meeting will be rescheduled; reported building permit activity has increased somewhat which is typical for this time of year.

He also reported that he heard back from the State regarding the CDBG Income Survey and whether or not the City's survey is still valid. In order to make that determination he had to actually retrieve all the data from storage and will be inputting each one of those responses into an excel spreadsheet which will probably take days to do. Once the data is inputted, hopefully it will validate the fact that the City is still a low/moderate income community and open a lot of doors without having to go through a new income survey.

He then announced there will be a California Finance Committee Funding Fair on June 3<sup>rd</sup> at the Warfinger Building in Eureka and said he and possibly the City Manager will be attending and encouraged councilmembers to attend if possible to see what else is out there for the City in terms of funding opportunities.

He also reported the next Planning Commission meeting is scheduled for May 28<sup>th</sup> at such time he hopes to wrap up the review of the Land Use Matrix to identify potential new use types; and

said staff received an application for a coffee business, *The Green Bean* on the corner of Wildwood and Ash and said in addition to coffee they will have power drinks, soups and salads. He noted that the applicant has already gotten the approval from the County Health Department and the Planning Commissioners have agreed to hold a special meeting for the design review in order to expedite the process.

### **COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Johnson commended staff for arranging to get the County's street sweeper here to sweep the streets and reported on recent meetings and events. He said on May 6<sup>th</sup>, on behalf of HCAOG, attended a Last Chance Grade Stakeholder's meeting in Crescent City and learned a lot about the existing corridor up there. He said it was a real shock to learn that the road has moved 55 feet in places since it was constructed approximately 9 years ago and even more shocking is that there is a slip-plate that goes about 180 feet from the road to the ocean and precludes any use of the corridor as a viable option. He said CalTrans has been looking at alternatives and it is estimated that it will cost anywhere from \$200 million to over a billion dollars to save a 3 mile long corridor but any bypass would encompass anywhere from 4-11 miles of roadway. He said CalTrans is projecting that from now to opening, they are looking at 20 plus years. He noted that they will be meeting on the first Wednesday of each month from now through the summer to hopefully come up with a recommendation to give to Congressman Huffman and to CalTrans.

Councilmember Marks reported on his attendance at the Chamber of Commerce meeting and asked Chamber President Angeloff to give a report on the discussion related to exports.

President Angeloff reported that the Chamber was asked to certify the origin of products shipped internationally and said different countries have different requirements regarding products coming into their country and so the Chamber is now facilitating exports from businesses such as Aqua Dam to certify that the product was manufactured in Scotia, California, United States and as long as they can look at a Bill of Lading and verify that the product was not for example purchased in Japan and shipped to Saudi Arabia.

Councilmember Marks also reported that Pat Higgins, Director of the Eel River Recovery Project presented a proposal related to an Outreach and Monitoring Program to clean up the Eel River and eradicate blue algae and get salmon back in our rivers; and reported on his attendance at Redwood Coast Energy Authority (RCEA) and said there was a long discussion on Prop 39; the Clean Energy Jobs Act and said there was some misunderstanding between local engineers and RCEA as to who can act as contractor on projects involving energy efficiency in schools. He also reported that he will be attending the Humboldt Transit Authority (HTA) meeting the following day.

Councilmember Garnes reported on her attendance at the last Fire Department meeting and reviewed the report given by the Fire Chief. She said the department responded to 29 calls in April; 150 calls year-to-date, and had 7 graduates from the Redwood Academy Officer Training course with a total of 27 in attendance at the training. She noted that this program was initiated by Fire Chief Wilson and has expanded throughout the entire region. She said the course requires a total of 65 hours of training including the driver endorsement program; classroom hours and vehicle training. She also reported that approximately \$4,500 worth of equipment was stolen from one of the fire department tenders; 16 new air packs were purchased at \$8,000 each with Measure Z money; and that a used Bear River Casino bus was purchased at auction by the Fire Department and will be used to shuttle people around town during Wildwood Days. She noted that they will also be exploring other possible uses for the bus. She reported that discussions are underway between the Fortuna Fire Department and Rio Dell Fire Department related to the Department's sphere of influence and Fortuna is proposing to hire Rio Dell to cover the area north of the northbound bridge which has something to do with Fortuna's ISO rating. Also, the County wants the Rio Dell Fire Department to expand their district boundary south to Shivley (excluding Scotia).

Lastly, she said the Fire Department wanted to extend their sincere thanks to the City for the use of city personnel and the mower to mow their field.

#### **ADJOURNMENT**

Motion was made by Johnson/Wilson to adjourn the meeting at 8:30 p.m. to the May 27, 2015 Special Meeting (Budget Study Session). Motion carried 4-0.

\_\_\_\_\_  
Frank Wilson, Mayor

Attest:

\_\_\_\_\_  
Karen Dunham, City Clerk

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Rio Dell, CA 95562  
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**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
June 2, 2015**

TO: Mayor and Members of the City Council  
THROUGH: Kyle Knopp, City Manager *[Signature]*  
FROM: Brooke Woodcox, Finance Director *[Signature]*  
DATE: June 2, 2015  
SUBJECT: **Adult Day Health & Alzheimer Services Contract**

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**Recommendation**

Authorize the City Manager to execute a continued contract agreement with Adult Day Health & Alzheimer Services for transportation services for the fiscal year 2015-2016.

**BACKGROUND AND DISCUSSION**

The City of Rio Dell has contracted with Adult Day Health Services for many years to provide transportation services for residents of Rio Dell who are disabled and/or 55 years of age and older. The City receives Transportation Development Act (TDA) funding through the Humboldt County Association of Governments (HCAOG) for this purpose.

**FISCAL IMPACT**

The cost of the upcoming year's services is \$6,500. Funding for said services is provided through the cities TDA allocation and is currently included in the 2015-2016 operating budget.

**ATTACHMENTS:**

(1) Contract Agreement



**CONTRACT AGREEMENT  
TRANSPORTATION SERVICES FOR THE ELDERLY AND  
FUNCTIONALLY DISABLED**

This agreement made and entered into and made effective as of July 1, 2015, by and between the City of Rio Dell (hereinafter referred to as "City"), and Adult Day Health & Alzheimer Services, a private, non-profit organization (hereinafter referred to as "Provider"), for the period of July 1, 2015 to June 30, 2016, regarding provision of the following services:

**Transportation for Adult Day Health & Alzheimer Services Program Participants**

IT IS MUTUALLY AGREED by and between City and Provider as follows:

1. Provider shall perform, in a satisfactory and proper manner, transportation services between the City of Rio Dell and Adult Day Health & Alzheimer Services, to persons fifty-five (55) years of age and older and for disabled individuals.
2. City shall compensate Provider per ride, round trip, up to a total compensation of \$6,500.
3. Services will be available through the entire twelve (12) month period of contract.
4. Any changes in scope of service, including any increase or decrease in compensation which is agreed upon between the parties, shall be effective when incorporated in written amendments to the Agreement. No oral understanding or agreement shall be binding to the parties hereto.
5. Compensation shall be paid to Provider upon receipt of properly completed financial reports. Total annual compensation shall not exceed TDA funds requested and received by the City from HCAOG for this purpose.
6. Provider agrees to comply with all applicable federal, state and local laws, regulations, standards, policies, and standards of employment, included but not limited to, California Transportation Development Act rules and regulations. Provider also agrees to keep in effect all licenses, permits, notices, certificates, bonds, and insurance required for performing the service.
7. During the terms of this Agreement, Provider shall insure Provider and, as an additional primary insured, shall insure City, its officials, officers, and employees against all damages and claims for damages for bodily injury or property damage arising out of this Agreement or the use of any vehicle used to provide transportation hereunder and resulting from Provider's ownership, maintenance, or use of said vehicles, in the minimum amount of \$1,000,000 combined single limit. Provider shall furnish City with properly executed certificates of insurance and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on thirty (30) day prior notice to City
8. All vehicles operated in conjunction with the Transportation Development Act funds shall be subject to the following conditions;

Provider shall accept accountability and responsibility for operation of the vehicle(s);

Provider shall be responsible for all repair, rehabilitation, and maintenance costs for the vehicle(s);

Provider shall operated the vehicle(s) in compliance with all federal, state, and local laws and regulations, and keep in effect all licenses, permits, notices bonds and certificates. The driver of any vehicles designed to carry more than ten (10) persons, including the driver must have a Class B license. (California Administrative Code - Title 13, Subchapter 6.5)

9. Provider shall expend funds received solely for the purposes of this project
10. Termination of Suspension for Cause. Upon breach of this Agreement, City shall have the right to (1) suspend the project funded under this Agreement; or (2) terminate this Agreement, by giving written notice to Provider of such suspension or termination. City shall specify in writing the effective date thereof, at least five (5) days before the effective date of such suspension or termination.
11. Termination for Convenience. Either City or Provider may terminate this Agreement upon thirty (30) days written notice to the other party.

IN WITNESS THEREOF, City and Provider executed this Agreement

This \_\_\_\_\_ day of June 2015.

PROVIDER:

CITY OF RIO DELL:

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Kyle Knopp, City Manager

ATTEST:

\_\_\_\_\_  
Karen Dunham, City Clerk

To: City of Rio Dell  
 Attn: Brooke Woodcox  
 Finance Director  
 675 Wildwood Avenue  
 Rio Dell, CA 95562  
 707.764.3532  
[bwoodcox@riodellcity.com](mailto:bwoodcox@riodellcity.com)

Rio Dell Share of Cost Plan for Adult Day Health & Alzheimer's Services  
 transportation costs Unincorporated service area

Please be advised that this is only a first draft of our 15/16 budget. We are still revising and refining our budget to accommodate ongoing changes to the transportation department's activities and responsibilities.

PERIOD 7/1/15-6/30/16

	FY 15/16
<b><u>Calculation of Cost Per Ride</u></b>	
Total budgeted expenditures	219,680
Total projected round trip rides	14,083
Total Cost Per Ride	15.599
<b><u>Calculation of Unfunded Costs for</u></b>	
<b><u>County Residents</u></b>	
Round trip rides for Rio Dell residents	676
Percentage of Rio Dell Round Trip to Total Round Trips	4.80%
Total Cost for Rio Dell Residents	10,545
<b><u>Less Revenue from Other Sources</u></b>	
Medi-Cal	3,035
Private Pay	695
Veterans	1,201
AAA	0
Fundraising	0
Other Income	0
Total Revenue from Other Sources	4,931
Balance Unfunded	5,614
Average Cost per round trip Ride	8.30
<b>Requested Contract Amount for FY 15/16</b>	<b>6,500</b>

Budget prepared by: Allyson P. Giarrizzo

Title: Senior Accounting Specialist



Director Health Services

Authorized Signature:

Title:

4/17/15  
 Date:

COUNTY OF HUMBOLDT  
 Department of Public Works  
 ATTN: JOSIELYN N. GILBAUGH  
 1106 Second Street, Eureka, CA 95501  
 707.268.2689 FAX 707.445.7409

FINANCIAL AND SERVICE STATUS REPORT  
 TRANSPORTATION DEVELOPMENT ACT FUNDS

AGENCY: Humboldt Senior Resource Center, Inc.  
 Adult Day Health & Alzheimer's Services  
 ADDRESS: 1910 California St, Eureka, CA 95501  
 707.443.9747 FAX 707.443.3498

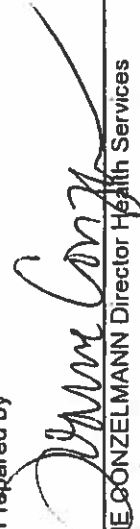
07/01/2014 to 12/31/2014

Period Covered by this report :

Program Service Area	Eureka		Fortuna		Fortuna		Rio Dell		Rio Dell		Total	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Number of clients enrolled												
Total		59		48		22		5		4		86
County		50		44		6		5				56
												73
Number of Round Trips												
(Budgeted reflects 6 mo. period only)												
Total		2,420.0		2,572.0		1,271.5		345.5		338.5		4,037.0
County		2,449.5		2,531.0		324.5						2,774.0
												2,969.5
Average Daily Attendance												
Total		67.76		68.49								67.76
County												68.49
Program Costs												
Total		\$15,4750		\$37,450		\$19,676		\$5,347		\$5,238		\$62,473
County (Out of City Limits)		\$5.97		\$14,624		\$1,937						\$16,561
				\$15,110		\$2,618						\$17,728

I certify to the best of my knowledge and belief that the information contained herein is current, complete and accurate.

ALLYSON P. GIARRIZZO Senior Accounting Specialist  
 Report Prepared by

  
 JOANNE CONZELMANN Director Health Services  
 Authorized Signature

675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
(707) 764-5480 (fax)  
E-mail: [cm@riodelcity.com](mailto:cm@riodelcity.com)



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
June 2, 2015**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager *3*

FROM: Brooke Woodcox, Finance Director *BW*

DATE: June 2, 2015

SUBJECT: **Gann Appropriations Limit for the 2015-2016 fiscal year**

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**Recommendation**

Adopt Resolution 1264-2015 adopting the Gann Appropriation Limit for the 2015-2016 fiscal year.

**Background and Discussion**

Article XIII B of the California State Constitution, more commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the amount of proceeds of taxes that state and local governmental agencies can appropriate and spend each year.

The limit is different for each agency and changes every year. The limit each year is based on the amount of tax proceeds that were authorized to be spent in Fiscal Year 1978-1979 in each agency and is modified for changes in inflation and population in each subsequent year. Inflationary adjustments are, by law, based on increases in the California per capita income or the increase in non-residential assessed valuation due to new construction. Population adjustments are based on city population growth or county population growth. The annual adjustment factors used in making this calculation are the cost of living adjustment – CPI based on the percentage change in California per capita income and the population adjustment based on the annual population change for the City.

The Appropriation Limit for fiscal year 2015-2016 is \$1,109,769.48. This is the maximum amount of tax proceeds the City will be able to appropriate and spend this fiscal year.

GANN Appropriations Limit Calculation FY 2015-2016		
Prior Years Appropriations Limit		<u>\$ 1,070,863.67</u>
Adjustment Factors for the current year		
Inflation		1.0382
Population Change		<u>99.82%</u>
	Total Adjustment	1.0363
2015-2016 Appropriations Limit		<u>\$ 1,109,769.48</u>

*Data and appropriations limit calculation from California Department of Finance*

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



June 2, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager *3*

SUBJECT: Approval of Amendment No. 1 to the Agreement with Humboldt Waste Management Authority for the Provision of Compliance and Waste Reduction Services

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Staff recommends approval of Amendment No. 1 to extend the agreement for waste reduction (recycling) programs into FY 2015-2016.

BACKGROUND AND DISCUSSION

The City is required to perform certain planning, event and reporting requirements for state mandated recycling programs. Program requirements are strict and ever-changing. CalRecycle, the State agency in charge of enforcement has been more assertive in recent years, as evidenced by a site visit to Rio Dell during FY 2013-14. Staff does not currently have the resources available to perform these reporting requirements.

In November of 2013, staff began discussions with the Executive Director of the Humboldt Waste Management Authority (HWMA) to determine the feasibility of the Authority providing this service to the City. The City Council approved this agreement in concept on November 7, 2013. A formal agreement between the City and the Authority was approved by the City Council on February 4, 2014 and covered services provided to the City during FY 2013-14 & FY 2014-15. That agreement expires on June 30, 2015. The agreement has operated satisfactorily and is believed to be a benefit for both organizations.

Amendment No. 1 extends this current agreement for one year and no substantive changes are being made to the overall financing requirements. This year's scope of services will focus on K-12 educational outreach as the School District re-implements its recycling program. This program assists the city in achieving our overall waste diversion requirements. The recycling fund has a sufficient balance to cover this cost. There is no General Fund monies required for the program.

Attached is the proposed (1) Amendment No. 1, (2) the amended scope of work and (3) a copy of the current contract. The documents have been reviewed and approved by the City Attorney. ///

**AMENDMENT No. 1  
TO AGREEMENT BETWEEN THE CITY OF RIO DELL AND  
THE HUMBOLDT WASTE MANAGEMENT AUTHORITY FOR THE  
PROVISION OF COMPLIANCE AND WASTE REDUCTION SERVICES**

This is an Amendment to that certain Agreement by and between the Humboldt Waste Management Authority (AUTHORITY) and the City of Rio Dell (CITY) to provide California Integrated Waste Management Act (CIWMA) compliance related services dated March 7, 2014 ("Agreement"). This Amendment is effective July 1, 2015.

**RECITALS**

**WHEREAS**, the Agreement term was for a period of 18 months, expiring on June 30, 2015; and

**WHEREAS**, the parties desire to extend the Agreement for one fiscal year, with the AUTHORITY continuing to provide California Integrated Waste Management Act (CIWMA) compliance services for the CITY and provide management and coordination of various waste reduction and used oil programs in the City of Rio Dell.

**NOW THEREFORE**, in consideration of the mutual covenants, conditions and terms recited herein and made a material part hereof, the parties agree as follows:

1. Services To Be Provided. Exhibit A of the Agreement is hereby replaced in its entirety with the Scope of Work, attached hereto as Exhibit "A-Amended" and is incorporated into the terms of the Agreement.
2. Term of Agreement. Section 6 of the Agreement is amended to extend the termination date by one fiscal year, and the Agreement shall terminate on June 30, 2016.
3. Payment for Services for Fiscal Year 2015-2016. Section 2, *Payment for Services for Fiscal Year 2013-2014*, is replaced in its entirety by the following:

"Payment for Services for Fiscal Year 2015-2016. For services provided during fiscal year 2015-2016, the CITY shall pay AUTHORITY as compensation in full for those services described in Exhibit A-Amended, in an amount not to exceed seven thousand dollars (\$7,000) to be derived from the California Beverage Container Recycling Funds ("CBCRF") and California Assembly Bill ("AB 939") pass through payments. The AUTHORITY will invoice the CITY on an annual basis, but no payment shall be required from the CITY until the CITY actually receives its CBCRF and AB 939 pass through monies. Any additional charges will require an amendment to this Agreement."

4. Ratification of Agreement. The terms and conditions of the Agreement, including all exhibits and attachments, are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Amendment shall control.



IN WITNESS WHEREOF, the parties have executed this Amendment effective on the date set forth above.

**CITY OF RIO DELL**

Date: \_\_\_\_\_

By \_\_\_\_\_  
Frank Wilson, Mayor

**HUMBOLDT WASTE MANAGEMENT  
AUTHORITY**

Date: \_\_\_\_\_

By \_\_\_\_\_  
Jack Thompson, Chair of the Board

ATTEST:

Date: \_\_\_\_\_

\_\_\_\_\_  
Jill Duffy, Clerk of the Board

Approved as to form:

Date: \_\_\_\_\_

\_\_\_\_\_  
Nancy Diamond, General Counsel, HWMA

EXHIBIT A-Amended  
SCOPE OF WORK

The AUTHORITY agrees to assist with administration of CITY waste reduction programs as follows:

**A. California Beverage Container Recycling Fund Activities**

The AUTHORITY agrees to oversee administration of the CITY's waste reduction program, including administration of CalRecycle's Beverage Container Recycling Funds (formerly administered by the Department of Conservation) allocated to the CITY.

The AUTHORITY will provide recycling and litter reduction activities, as approved by the CITY, and in compliance with the provisions of California Public Resources Code Section 14581. Eligible activities include, but are not necessarily limited to recycling assistance and supplies for large events including community festivals, classroom lessons focused on recycling, and public education promoting beverage container recycling including, but not limited to, cooperative regional outreach efforts among two or more local jurisdictions. Funds may not be used for activities unrelated to beverage container recycling or litter reduction.

CalRecycle annually prepares and distributes a funding request form to each CITY. The form specifies the amount of beverage container recycling and litter cleanup funds for which the CITY is eligible.

The AUTHORITY shall complete grant application to CalRecycle. The CITY, as the grant recipient, will receive direct payment of the CITY'S Beverage Container Recycling Funds. The AUTHORITY will bill the CITY in accordance with the agreement.

**B. AB939 Implementation and Compliance**

The AUTHORITY agrees to provide California Integrated Waste Management Act (CIWMA) compliance services on behalf of the CITY, in conformity with the requirements of AB939, as codified in Public Resources Code Division 30 Integrated Waste Management Act and Title 14 California Code of Regulations, Division 7, Chapter 9, Section 18700 et.seq. Such compliance services shall include the following activities:

*1. Electronic Annual Reporting (EAR) to CalRecycle*

The AUTHORITY shall prepare an annual report as required by PRC Section 41821, according to the procedures and requirements of Title 14, CCR, Sections 18794.0 through 18794.5. The report is due to CalRecycle by August 1 of each year and shall encompass the previous calendar year, January 1 to December 31, inclusive. The report shall summarize the CITY's annual disposal tonnage and progress in reducing solid waste as required by PRC

Section 41780. For purposes of completing the EAR, The AUTHORITY can request CITY solid waste and recycling data from the CITY'S hauler as outlined in the CITY'S franchise agreement.

The AUTHORITY shall submit the final report to CalRecycle on behalf of CITY by August 1 of each year or, in the case of postponement by CalRecycle , by the due date required by CalRecycle, and shall provide copy of same to CITY:

City Manager  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

## *2. Compliance and other Responsibilities*

The AUTHORITY shall ensure that planning requirements implemented on behalf of CITY are consistent with PRC Sections 41780 through 41794.

The AUTHORITY shall, in a timely manner, respond to all requests for information from CalRecycle concerning the CITY's compliance with the Integrated Waste Management Act. The AUTHORITY's written responses regarding compliance shall be reviewed by CITY prior to forwarding to CalRecycle.

All compliance documents submitted to CITY shall be provided to:

City Manager  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

If CalRecycle issues any compliance order according to Title 14 CCR 18772, CITY may terminate this agreement, and the AUTHORITY shall, at the request of CITY, reimburse CITY in an amount sufficient to pay the cost of the program.

## *3. AB 939 Waste Reduction Activities*

### a. Public Outreach and Promotions

The AUTHORITY shall assist the CITY in providing coordinated and cooperative regional outreach and promotional activities including, but not limited to, new and ongoing State legislation and local waste reduction programs, including public outreach about mandatory commercial recycling (AB 341) and the AUTHORITY's Countywide Program Fees. Working on behalf of the CITY, the AUTHORITY will work with the CITY'S hauler and or staff to collect data, within the boundaries of the franchise agreement, pertinent to these tasks.

### b. Waste Reduction Activities

As requested, the AUTHORITY shall assist the CITY with collecting and analyzing recycling data so that the CITY may evaluate their existing diversion programs.

The AUTHORITY shall assist the CITY by hosting one electronic waste collection event in the city limits, in which residents and businesses can bring qualifying materials for collection.

The AUTHORITY shall consult with CITY staff as necessary to give updates about and complete the tasks outlined in this Scope of Work.

The CITY will receive quarterly AB 939 pass through payments from the AUTHORITY. The AUTHORITY will bill the CITY a portion of AB 939 pass through payments in accordance with the agreement.

**PROVISION OF COMPLIANCE AND WASTE REDUCTION SERVICES TO CITY OF RIO DELL BUDGET FY 15/16**

**Beverage Container Grant Activities:**

K-12 Education	\$3,000.00
Complete and submit "DOC" grant application	\$200.00
Support large venue events with recycling assistance	\$200.00
Coordinate education contract	\$200.00
Recycling Supplies	\$100.00
Advertising	\$500.00
Mandatory Commercial Recycling ID, outreach, monitoring	\$800.00
	<b>\$5,000.00</b>

**AB 939 Activities:**

**Electronic Annual Report (EAR)**

Gather solid waste data for EAR	\$150.00
Gather Division Data for EAR	\$150.00
Complete and submit EAR to Rio Dell and CalRecycle	\$1200.00
Final Report to Rio Dell	\$500.00
	<b>\$2,000.00</b>

**AGREEMENT BETWEEN THE CITY OF RIO DELL AND  
THE HUMBOLDT WASTE MANAGEMENT AUTHORITY FOR THE  
PROVISION OF COMPLIANCE AND WASTE REDUCTION SERVICES**

This Agreement is entered into this 7<sup>th</sup> day of March, 2014 (this "Agreement"), by and between the City of Rio Dell, a municipal corporation (hereinafter "CITY"), and the Humboldt Waste Management Authority, a joint powers agency (hereinafter "AUTHORITY").

**RECITALS**

**WHEREAS**, the AUTHORITY is a joint powers agency created pursuant to the provisions of Government Code Sections 6500 in order to provide for economical coordination of solid waste management and disposal services, and the CITY is a member agency; and

**WHEREAS**, Section 6.6 of the AUTHORITY'S Joint Exercise of Powers Agreement authorizes the AUTHORITY to provide other related waste management duties on behalf of member agencies, provided such services are paid for solely by the contracting member; and

**WHEREAS**, the CITY and AUTHORITY desire to enter into an agreement whereby the AUTHORITY would provide California Integrated Waste Management Act (CIWMA) compliance services for the CITY and provide management and coordination of various waste reduction and used oil programs in the City of Rio Dell.

**NOW THEREFORE**, based on the mutual conditions and covenants recited herein and made a material part hereof, the parties agree as follows:

1. Services To Be Provided. AUTHORITY shall perform those services described in the Scope of Work attached hereto as Exhibit "A" and incorporated herein as material term(s) of this Agreement. Any changes to the Scope of Work will require a written amendment to this Agreement.
2. Payment for Services for 2013-2014 Fiscal Year. For services provided during fiscal year 2013-2014, the CITY shall pay AUTHORITY as compensation in full for those services provided under this Agreement, excepting the electronic waste collection event held pursuant to section B.3.b of the Scope of Work, an amount not to exceed Seven Thousand Dollars (\$7,000) to be derived from the California Beverage Container Recycling Funds ("CBCRF") and California Assembly Bill ("AB 939") pass through payments. The AUTHORITY will invoice the CITY on an annual basis, but no payment shall be required from the CITY until the CITY actually receives its CBCRF and AB 939 pass through monies.
3. Payment for Services for 2014-2015 Fiscal Year. For services provided during fiscal year 2014-15, the CITY shall pay AUTHORITY as compensation in full for those services provided under this Agreement, excepting the electronic waste collection event held pursuant to section B.3.b of the Scope of Work, an amount not to exceed Five

Thousand Dollars (\$5,000) to be derived from AB 939 pass through payments. The AUTHORITY will invoice the CITY on an annual basis, but no payment shall be required from the CITY until the CITY actually receives its AB 939 pass through monies. Any additional charges will require an amendment to this Agreement.

4. Electronic Waste Collection Event. For the electronic waste collection event hosted by the CITY with the assistance of the AUTHORITY pursuant to section B.3.b of the Scope of Work, the AUTHORITY shall be paid for actual costs incurred by the AUTHORITY with revenues received from the electronic waste collection. Electronic waste revenues in excess of actual AUTHORITY costs, if any, shall be paid to the CITY. In the event the AUTHORITY's costs exceed electronic waste revenues, the CITY shall reimburse the AUTHORITY for unpaid costs.
5. Reports to City. No later than April 15 of each year this Agreement remains in effect, the AUTHORITY shall prepare and present to the attention of the Rio Dell City Manager a proposed program description and budget for recycling activities and services to be provided by the AUTHORITY to the CITY pursuant to this Agreement for the ensuing fiscal year. At least annually and no later than June 30 of each fiscal year this Agreement remains in effect, the AUTHORITY shall prepare a written summary of the activities and costs for the prior 12 month period and present a report for submission to the City Manager and Rio Dell City Council for review.
6. Term. This Agreement shall become effective on January 1, 2014, and shall remain in effect until June 30, 2015, unless sooner terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first hereinabove written.

CITY OF RIO DELL:

  
Mayor Pro Tem

Date:

3/18/14

Attest:

  
City Clerk

Date:

3-18-14

Approved as to form:

\_\_\_\_\_  
Russell Gans, City Attorney

Date: \_\_\_\_\_

Thousand Dollars (\$5,000) to be derived from AB 939 pass through payments. The AUTHORITY will invoice the CITY on an annual basis, but no payment shall be required from the CITY until the CITY actually receives its AB 939 pass through monies. Any additional charges will require an amendment to this Agreement.

4. Electronic Waste Collection Event. For the electronic waste collection event hosted by the CITY with the assistance of the AUTHORITY pursuant to section B.3.b of the Scope of Work, the AUTHORITY shall be paid for actual costs incurred by the AUTHORITY with revenues received from the electronic waste collection. Electronic waste revenues in excess of actual AUTHORITY costs, if any, shall be paid to the CITY. In the event the AUTHORITY's costs exceed electronic waste revenues, the CITY shall reimburse the AUTHORITY for unpaid costs.
5. Reports to City. No later than April 15 of each year this Agreement remains in effect, the AUTHORITY shall prepare and present to the attention of the Rio Dell City Manager a proposed program description and budget for recycling activities and services to be provided by the AUTHORITY to the CITY pursuant to this Agreement for the ensuing fiscal year. At least annually and no later than June 30 of each fiscal year this Agreement remains in effect, the AUTHORITY shall prepare a written summary of the activities and costs for the prior 12 month period and present a report for submission to the City Manager and Rio Dell City Council for review.
6. Term. This Agreement shall become effective on January 1, 2014, and shall remain in effect until June 30, 2015, unless sooner terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first hereinabove written.

**CITY OF RIO DELL:**

  
\_\_\_\_\_  
Mayor Pro Tem


Date: 3/18/14

Attest:

  
\_\_\_\_\_  
City Clerk

Date: 3-18-14

Approved as to form:

  
\_\_\_\_\_  
Russell Gans, City Attorney

Date: 3/26/14

**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY:**

Jack Thompson  
Jack Thompson, Chair of the Board  
Humboldt Waste Management Authority

Date: 03/06/2014

Attest:

[Signature]  
Clerk  
Humboldt Waste Management Authority

Date: MARCH 7, 2014

Approved as to form:

Nancy Diamond  
Nancy Diamond, General Counsel

Date: March 7, 2014



## **EXHIBIT A**

### **SCOPE OF WORK**

The AUTHORITY agrees to assist with administration of CITY waste reduction programs as follows:

#### **A. California Beverage Container Recycling Fund Activities**

The AUTHORITY agrees to oversee administration of the CITY's waste reduction program, including administration of CalRecycle's Beverage Container Recycling Funds (formerly administered by the Department of Conservation) allocated to the CITY for fiscal year 2013-14. Beverage Container Recycling Funds will no longer be paid by CalRecycle after Fiscal year 2013-14.

In fiscal year 2013-14, the AUTHORITY will provide recycling and litter reduction activities, as approved by the CITY, and in compliance with the provisions of California Public Resources Code Section 14581. Eligible activities include, but are not necessarily limited to recycling assistance and supplies for large events including community festivals, classroom lessons focused on recycling, and public education promoting beverage container recycling including, but not limited to, cooperative regional outreach efforts among two or more local jurisdictions. Funds may not be used for activities unrelated to beverage container recycling or litter reduction.

CalRecycle annually prepares and distributes a funding request form to each CITY. The form specifies the amount of beverage container recycling and litter cleanup funds for which the CITY is eligible.

The AUTHORITY shall complete the fiscal year 2013-14 grant application to CalRecycle. The CITY, as the grant recipient, will receive direct payment of the CITY'S Beverage Container Recycling Funds. The AUTHORITY will bill the CITY in accordance with the Agreement.

#### **B. AB939 Implementation and Compliance**

The AUTHORITY agrees to provide California Integrated Waste Management Act (CIWMA) compliance services on behalf of the CITY, in conformity with the requirements of AB939, as codified in Public Resources Code Division 30 Integrated Waste Management Act and Title 14 California Code of Regulations, Division 7, Chapter 9, Section 18700 et.seq. Such compliance services shall include the following activities:

##### *1. Electronic Annual Reporting (EAR) to CalRecycle*

The AUTHORITY shall prepare an annual report as required by PRC Section 41821, according to the procedures and requirements of Title 14, CCR, Sections 18794.0 through

18794.5. The report is due to CalRecycle by August 1 of each year and shall encompass the previous calendar year, January 1 to December 31, inclusive. The report shall summarize the CITY's annual disposal tonnage and progress in reducing solid waste as required by PRC Section 41780. For purposes of completing the EAR, The AUTHORITY can request CITY solid waste and recycling data from the CITY'S hauler as outlined in the CITY'S franchise agreement.

The CITY will receive quarterly AB 939 pass through payments from the AUTHORITY. The AUTHORITY will bill the CITY a portion of AB 939 pass through payments, with payments thereafter due the AUTHORITY, in accordance with the Agreement.

The AUTHORITY shall submit the final report to CalRecycle on behalf of CITY by August 1 of each year or, in the case of postponement by CalRecycle, by the due date required by CalRecycle, and shall provide copy of same to CITY:

City Manager  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

## *2. Compliance and other Responsibilities*

The AUTHORITY shall ensure that planning requirements implemented on behalf of CITY are consistent with PRC Sections 41780 through 41794.

The AUTHORITY shall, in a timely manner, respond to all requests for information from CalRecycle concerning the CITY's compliance with the Integrated Waste Management Act. The AUTHORITY's written responses regarding compliance shall be reviewed by CITY prior to forwarding to CalRecycle.

All compliance documents submitted to CITY shall be provided to:

City Manager  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

If CalRecycle issues any compliance order according to Title 14 CCR 18772, CITY may terminate this Agreement, and the AUTHORITY shall, at the request of CITY, reimburse CITY in an amount sufficient to pay the cost of the program.

## *3. AB 939 Waste Reduction Activities*

### a. Public Outreach and Promotions

The AUTHORITY shall assist the CITY in providing coordinated and cooperative regional outreach and promotional activities including, but not limited to, new and ongoing

State legislation and local waste reduction programs. Working on behalf of the CITY, the AUTHORITY will work with the CITY'S hauler and or staff to collect disposal and diversion data, within the boundaries of the franchise agreement, pertinent to these tasks.

b. Waste Reduction Activities

As requested, the AUTHORITY shall assist the CITY with collecting and analyzing recycling data so that the CITY may evaluate their existing diversion programs.

The AUTHORITY shall assist the CITY by hosting one electronic waste collection event in the city limits, in which residents and businesses can bring qualifying materials for collection.

The AUTHORITY shall distribute medical sharps containers, purchased with a CalRecycle grant, to appropriate locations in the CITY and conduct necessary public outreach to promote the campaign.



The AUTHORITY shall consult with CITY staff as necessary to give updates about and complete the tasks outlined in this Scope of Work.

c. Used Oil & Waste Tire Program Activities

The AUTHORITY shall act as the lead agency authorized to secure grant funds and implement the regional Used Oil Block Grant Program and Waste Tire Amnesty Event Grant Program in coordination with the CITY and other local jurisdictions. The AUTHORITY will disseminate related outreach materials as appropriate. The Used Oil Block Grant Program is fully funded by grant funds awarded to the AUTHORITY separate from the CITY'S AB 939 funds. A portion of the AUTHORITY's administrative costs associated with the Waste Tire Amnesty Event Grant Program will be funded from the CITY'S AB 939 funds.

675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532



To: Honorable Mayor and Members of the City Council  
Through: Kyle Knopp, City Manager   
From: Graham Hill, Chief of Police   
Date: June 2, 2015  
Subject: Dispatch Services Contract

#### **Action**

Authorize City Manager and Chief of Police to sign a Memorandum of Understanding and Police Dispatch Contract with City of Fortuna, Fortuna Police Department.

#### **Summary**

In 2004 we made an agreement with the City of Fortuna for the provision of dispatch services for \$14,500 annually. During that time there was one increase to \$18,500. I was approached this year by Chief Dobberstein of the Fortuna Police Department and he informed me that due to their requirement to install new equipment and increased personnel costs they would need to adjust the cost associated with our agreement for dispatch services. The City of Fortuna has provided excellent service at a very fair cost and the increase is reasonable. The initial proposal was higher, however the City of Fortuna agreed to the currently proposed increase, and has provided us with a signed contract.

The City of Fortuna handles all 911 calls from the City of Rio Dell, database searches, citizen phone contacts, dispatch of officer's to calls for services, and call-outs of officer's during non-patrol hours. This is not an all-inclusive description of the service provided but provides a general idea

#### **Financial Impact**

The annual cost for service will be \$24,900, an increase of \$6,400 from the prior fiscal year. Additionally certain cases that are entered into the Department of Justice (DOJ) databases are subject to audit by the DOJ. There is a charge of \$2.00 per case audited. This is typically a very small number that will have little to no impact. This is a General Fund expenditure.

#### **Recommendation**

It is recommended that City Council authorize the City Manager and the Chief of Police to sign and enter into a contract with the City of Fortuna for police dispatch services effective July 1, 2015. The contract does not have an expiration date, however has a 90 day notice for termination by either party.

**Attachment:**

Copy of proposed contract

## **MEMORANDUM OF UNDERSTANDING**

### **CITY OF FORTUNA, FORTUNA POLICE DEPARTMENT AND**

### **CITY OF RIO DELL, RIO DELL POLICE DEPARTMENT POLICE DISPATCH CONTRACT**

**(Effective July 1, 2015)**

#### **I. PURPOSE**

This Memorandum of Understanding (MOU) is entered into by the City of Fortuna and the City of Rio Dell for the purpose of the Fortuna Police Department providing police dispatch services to the Rio Dell Police Department.

#### **II. TERM**

- A. This MOU shall take effect on July 1, 2015 and it shall remain in full force and effect until cancelled by either Fortuna or Rio Dell per the terms of the MOU.
- B. For the sum of \$2,075.00 per month (\$24,900 annually) the City of Fortuna agrees to provide police dispatch services to the City of Rio Dell.
- C. This is a month to month contract and each party reserves the right to terminate this agreement on ninety (90) days written notice for any reason at any time.
- D. Payment shall be made by the City of Rio Dell to the City of Fortuna on receipt of an invoice. Payment shall be payable to the City of Fortuna and forwarded to the City of Fortuna Finance Director, 621 11th Street, Fortuna, CA 95540.
- E. The amount may be renegotiated each fiscal year in consideration of actual costs incurred to the City of Fortuna for providing Dispatch Services. Changes to the monthly fee will be acknowledged in writing and become part of this MOU.

#### **III. DISPATCH SERVICES (Method of implementation/execution)**

- A. The Rio Dell Police Department will be responsible for all costs associated with the proper installation and maintenance of all radio equipment associated with their sharing of Fortuna Police Department frequency, as well as their own independent frequency. This includes, but is not limited to installation and maintenance of a radio repeater, if necessary, and any appropriate equipment at the Fortuna Police Department and the Fortuna Police Department radio console. All radio equipment must be compatible with the Fortuna Police Department's existing radio equipment and must be satisfactory to the Fortuna Police Department.
- B. The Rio Dell Police Department will maintain and monitor phone lines for normal business calls at the Rio Dell Police Department on a 24 hour a day basis. The Rio Dell Police Department shall maintain a telephone system which is capable of automatically transferring callers on their business line, after a certain amount of rings, to the Fortuna Police Department during times when Rio Dell Police Department personnel are not in the police station. The Rio Dell Police Department will be responsible for any costs associated with the maintenance of the line.

- C. Fortuna Police Dispatch will answer the Rio Dell Police Department business line, "Rio Dell Police." Depending on the nature of the call, the dispatcher will immediately notify the on-duty Rio Dell Officer of the call or take a message for follow-up later by a Rio Dell officer. It should be noted that if there is every any doubt as to whether a Rio Dell officer should be notified or not, dispatch will error on the side of safety and notify the officer. In the event that Fortuna dispatch is unable to reach the on-duty Rio Dell officer for a call for service, the dispatcher will then immediately notify the Humboldt County Sheriff's Office (for criminal) or the California Highway Patrol (for traffic) responses.
- D. The City of Rio Dell's 9-1-1 lines will be rerouted to the Public Safety Answering Point (PSAP) at the Fortuna Police Department. The City of Rio Dell will be responsible for any costs associated with the installation and maintenance of their 9-1-1 lines.
- E. The Rio Dell Police Department will maintain and keep current at the Fortuna Dispatch Center a Procedural Manual (binder) which will include at a minimum, the following:
1. Current list of Rio Dell Police personnel; their names, addresses, and telephone numbers.
  2. Appropriate call signs for officers/personnel.
  3. Any alarm information.
  4. A list of persons responsible for call-outs for businesses within the City of Ferndale.
  5. Pertinent City Ordinances.
  6. Any special procedural guidelines.
  7. Current City map with boundaries/addresses clearly defined.
- F. The Rio Dell Police Chief or his designate will always be available to Fortuna dispatch by either radio, telephone, or pager. Officer and Community safety standards dictate that Fortuna dispatch always be able to immediately reach the on-duty officer either by telephone or radio. As such, both vehicle radios and officer portable radios will be properly maintained and have the ability to reach Fortuna dispatch.
1. Rio Dell officers will maintain proper radio procedures and discipline as established by the Fortuna Police Department.
  2. On-duty Rio Dell officers will make every effort to keep Fortuna dispatch advised of their status/activities at all times.
- G. Personnel of the Rio Dell Police Department will be dispatched utilizing the HTE/CAD system. A CAD entry will be initiated for all Rio Dell Police officers on-duty. Fortuna Police will maintain records of Rio Dell's calls for service and a Rio Dell Police Department mailbox.
- H. Fortuna Police dispatchers will run all necessary teletypes needed for Rio Dell officers in the performance of their duties. Teletype messages that Rio Dell Police officers need to send should be given (in writing) to Fortuna dispatch. Fortuna dispatch in turn will enter the teletype to be sent. Note: It is the responsibility of the Rio Dell Police Department to ensure that their personnel, who are gaining access to the teletype generated material, receive the required/mandated NCIC Training.
- I. In-coming teletypes directed to Rio Dell Police will immediately be forwarded to the on-duty Rio Dell officer. In the event there is not officer on-duty the teletype will be evaluated and depending on the nature will either be held or the on-call officer will immediately be notified immediately.
- J. No teletype entries will be made for the Rio Dell Police Department for missing person, stolen vehicles, stolen property, or stolen weapons until the Fortuna Police Department Dispatch Center

received a hard copy of the entry form and report from the Rio Dell Police Department. The hard copy will either be delivered in person or sent via fax. Copies of all supplemental reports, clearances, or cancellations regarding teletype entries shall be immediately forwarded to the Fortuna Police Department Dispatch Center for updating. Confirmations of computer entries, updates, and locates for the above listed systems will be faxed to the Rio Dell Police Department for entry into their reports. The City of will pay a fee of \$2.00 per case to the Fortuna Police Department for every case that must be audited per California Department of Justice criteria.

- K. The Rio Dell Police Chief or his designate will meet quarterly with the Fortuna Police Chief or his designate to discuss dispatch arrangements and status.
- L. The City of Rio Dell agrees to maintain its Repeater System at Rio Dell's expense and to allow Fortuna to utilize the Rio Dell Repeater.

#### **IV. COMPLAINTS**

- A. In the event that the Rio Dell Police Department has a complaint as it relates to dispatch services, or this memorandum of understanding the following procedures shall be used:

If the complaint is of an emergency nature (should be acted upon immediately) the Rio Dell Police Chief or his designate will immediately contact the on-duty Fortuna Police Watch Commander and relay the complaint.

If the complaint is of a non-emergency nature then the complaint will be forwarded to the Fortuna Police Chief or his designate within 24 hours.

The complaint will be investigated by the Fortuna Police Department and a response will be forwarded to the Rio Dell Police Chief within 30 days of receiving the complaint.

#### **V. SUPERVISION**

- A. This contractual agreement (Memorandum of Understanding) is limited in scope to dispatch services only. Fortuna Police supervisors and/or officers shall not be called upon to answer police procedural/legal questions that may arise. These questions/issues should be handled by Rio Dell Police supervisors.

#### **V. INDEMNIFICATION**

- A. The City of Rio Dell agrees to protect, indemnify and hold harmless, the City of Fortuna and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of Rio Dell, anyone directly or indirectly employed by Rio Dell, or anyone for whose acts Rio Dell may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City of Fortuna.



We, the undersigned, as authorized representatives of the City of Fortuna, City of Fortuna Police Department and the City of Rio Dell and the Rio Dell Police Department, do hereby approve this Memorandum of Understanding.

CITY OF RIO DELL

\_\_\_\_\_  
Kyle Knoop Date  
Rio Dell City Manager

\_\_\_\_\_  
Graham Hill Date  
Rio Dell Chief of Police

CITY OF FORTUNA

\_\_\_\_\_  
Regan M. Candelario Date  
Fortuna City Manager 5/18/15

\_\_\_\_\_  
William Dobberstein Date  
Fortuna Chief of Police 5/18/2015

675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
(707) 764-5480 (fax)  
E-mail: [cm@riodellcity.com](mailto:cm@riodellcity.com)



CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
June 2, 2015

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager *[Signature]*

FROM: Brooke Woodcox, Finance Director *[Signature]*

DATE: June 2, 2015

SUBJECT: **Submission of FY 2015/2016 Recommended Budget with Summary of Changes**

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**RECOMMENDATION**

1. APPROVE FY 2014/2015 YEAR END TRANSFERS
  - a. General Fund TRANSFER OF \$30,720 to mitigate negative fund balances in the Building (\$26,354), Realignment Grant (\$366), and SLESF (\$4,000) Funds.
  - b. Water Fund TRANSFERS OF (borrowing) \$83,137 from Water Debt Service Fund to Water Operations Fund in order to mitigate negative fund balance in operations.
2. Discuss any changes to the recommended budget that Council wishes to address
3. Provide further direction on the FY 2015/2016 Operating and Capital Budget to be submitted on June 16, 2015 for formal approval

**BACKGROUND AND DISCUSSION**

A budget study session was held May 27, 2015 at a special City Council meeting. Since that meeting staff has balanced the Recommended 2015-2016 Operations and Capital Budget. In order to balance the budget several adjustments have been made totaling an increase in expenditures of \$76,275 across all funds.

The beginning fund balances for the current year were adjusted as part of the process of balancing the coming year's budget. Details of those changes are attached, and transfers to

negate any negative fund balances are identified. The ending balances of all funds for the current year were increased \$16,310.

A list of details of changes to the Recommended FY 2015/2016 Operations and Capital budget is also attached to show budget adjustments between the time of the budget study session on May 27, to the balanced budget brought to Council on June 2, 2015.

**ATTACHMENTS:**

- (1) List of year end recommended transfers to the FY 2014-2015 (Current) Budget
- (2) List of adjustments to Recommended FY 2015-2016 (New) Budget to balance the Operations and Capital Budget

**LIST OF YEAR END RECOMMENDED  
CHANGES AND TRANSFERS TO  
FY 2014/2015 (Current) BUDGET**

**ENDING FUND BALANCES – Increased \$16,310 across all funds**

Increase/(Decrease)

**General Fund – Increase \$13,432**

- Expenditures decreased \$40,152 Police Department (SLESF revenue estimate increase)
- Measure U Est. revenue FY 2014/2015 4<sup>th</sup> Qtr. \$4,000 after BOE admin fees
  - Transfer IN
    - Building Fund negative fund balance (\$26,354)
    - Realignment Grant Fund negative fund balance (\$366)
    - SLESF negative fund balance (\$4,000)

**Admin Fund – Decreased \$267**

- Fund balance decreased \$267 to better reflect actual expenditures

**Building Fund – Increased \$26,354**

- Transfer OUT negative fund balance to General Fund \$26,354

**SLESF Fund – Increased \$44,152**

- FY 2014/2015 Revenues Increased \$40,152 (re-estimated)
- Transfer OUT negative fund balance to General Fund \$4,000

**Realignment Grant – Increased \$366**

- Transfer OUT negative fund balance to General Fund \$366

**Water Funds – \$0.00 Reallocation of fund balances**

- Transfers OUT Water Operations negative fund balance \$83,137
- Transfer IN Water Debt Service Fund (\$83,137) negative Water Operation fund balance

LIST OF BUDGET CHANGES MADE TO  
BALANCE THE FY 2015/2016  
**(New) OPERATIONS AND CAPITAL BUDGET**

Expenditures as presented May 27 were \$3,298,437 and increased \$76,275 to \$3,374,712.

Revenues as presented were \$3,152,933 and increased by \$10,000 to \$3,162,923.

**CITY MANAGER BUDGET – Increased \$26,230**

- The City Clerk's allocation has been increased from 33% to 60% in the City Manager's Budget to better reflect actual hours spent
  - Full Time Salaries (5000) \$ 16,476
  - Payroll Taxes and Benefits (various accounts) \$ 9,753

**CITY COUNCIL BUDGET – Decreased (\$860)**

- Anniversary expenditures removed from Council Budget to Fund Uses Line Item (\$860)

**SOLID WASTE BUDGET – Increased \$128**

- Increase due to recalculation of salary and benefits \$128

**BUILDING DEPARTMENT BUDGET – Decreased (\$25,792)**

- The City Clerk's time allocation has been decreased from 33% to 20%
- The Community Development Director's allocation has been decreased from 30% to 15%. The reallocations better reflect time spent
  - Full Time Salaries (5000) \$ (18,031)
  - Payroll Taxes and Benefits (various accounts) \$ ( 7,761)

**PLANNING DEPARTMENT BUDGET – Decreased (\$42,281)**

- The City Clerk's time allocation has been decreased from 33% to 20%
- The Community Development Director's allocation has been decreased from 70% to 35%. The reallocations better reflect time spent
  - Full Time Salaries (5000) \$ (31,089)
  - Payroll Taxes and Benefits (various accounts) \$ (11,192)

*40% of the Community Development Director's Salary and Benefits has been directly allocated to the General Fund in the amount of (\$32,978).*

**CDBG FUND – Increased \$8,244**

- The Community Development Director's time reallocation of 10% includes Community Development Block Grant (CDBG) activities. The reallocation will better reflect time spent
  - Full Time Salaries (5000) \$ ( 6,528)
  - Payroll Taxes and Benefits (various accounts) \$ ( 1,716)

**PUBLIC WORKS – Decrease \$481**

- The Public Works Department clothing allowance decreased by \$481 across all departmental funds.
  - Clothing Allowance (5060) \$ ( 481)

**POLICE DEPARTMENT BUDGET – Increased \$11,250**

- The Police Department Budget has been increased \$3,000 for departmental training
- hiring cost of \$2,000 has been added
- Uniform Allowance costs of \$3,750
- Voluntary Physical Fitness Program for \$2,500.
  - Training (5122) \$ 3,000
  - Hiring Cost (5080) \$ 2,000
  - Uniform Allowance (5060) \$ 3,750
  - Voluntary Physical Fitness Program \$ 2,500

**CAPITAL BUDGET – Increased \$66,000**

- Economic Development Consultant Assistance \$10,000
- Parking Lot Lighting/Landscaping \$10,000
- Street Maintenance on Monument & Blue Slide Road \$14,000
- Emergency Generator for City Hall \$10,000
- Email Server for City Hall \$12,000
- Increase School Site Survey Payable to Prior Year Budget Amount \$10,000
  - Professional Services (5115) \$ 20,000
  - Infrastructure (6500) \$ 10,000
  - Repair & Maintenance (5135) \$ 14,000
  - Fixed Assets Equipment (6000) \$ 22,000

**WATER FUNDS – \$0.00 Reallocation of fund balances**

- Transfer OUT of Water Debt Service (\$37,999) and Water Capital (\$144,940) and Transfer IN Water Operations Fund (\$182,275).

**REVENUE BUDGET – Increased \$10,000**

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- The Revenue Budget has been increased from \$10,000 for Old Ranch Road reimbursement for budgeted repairs up to \$10,000
  - Water Damage Replacement (4640) \$ 10,000

## PROPOSED CAPITAL PROJECTS

000	General Fund	33,920	School Site and Drainage Surveys
		10,000	contracted Economic Dev. Assist.
		10,000	Parking Lot Lighting/Landscaping
		10,000	City Hall Generator
		12,000	Email Server
		25,000	Ogle & Belleview shovel ready
		20,000	Ogle & Belleview shovel ready
			<u>\$120,920</u>
020	Gas Tax	14,000	Maint. Monument & Blue Slide Road
			<u>14,000</u>
052	Sewer Fund	20,000	3 Analyzers
		10,000	Smoke Tests
		10,000	Small Projects
		15,000	I & I (Inflow and Infiltration)
			<u>\$55,000</u>
062	Water Fund	10,000	Old Ranch Road Repairs
		35,000	Generator
			<u>\$45,000</u>
	<b>TOTAL PROPOSED</b>		<b><u>\$234,920</u></b>

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City of Rio Dell  
BUDGET ANALYSIS BY FUND  
Fiscal Year 2016

Fund	Fund Name	Est. Beg. Fund Balance 7/1/15	Est. Revenue	Transfers In	Transfers Out	Proposed Expenditures	Est. End. Fund Balance 6/30/16	Change in Fund Balance
000	General Fund (not inc. MU)	974,563	742,909	19,554	-	934,245	763,673	(210,890)
000	Measure U Revenue	-	160,000	-	-	-	160,000	160,000
005	Administration Vehicle	3,733	4,000	-	-	1,200	6,533	2,800
008	Bldg. Fund	-	33,100	-	16,952	50,052	-	-
015	Parks and Rec Capital	9,111	-	-	-	-	9,111	-
020	Gas Tax Fund	283,559	76,820	-	-	161,932	198,447	(85,112)
024	TDA Fund	-	129,945	-	-	126,083	3,862	3,862
027	Solid Waste	31,243	9,500	-	-	10,854	29,889	(1,354)
037	CDBG - Receivables	18,598	-	-	-	-	18,598	-
039	CDBG - Rev Exp	201,249	28,800	-	-	11,744	218,305	17,056
040	SLESF	-	100,000	-	-	100,000	-	-
043	Vehicle Abatement	2,755	-	-	-	-	2,755	-
046	Realignment Grant	-	7,000	-	2,602	9,602	-	-
093	Spay Neuter	2,867	-	-	-	-	2,867	-
095	Anniversary Fund	860	-	-	-	860	-	(860)
074	Recycling	20,123	5,000	-	-	17,000	8,123	(12,000)
050	Sewer Operations	260,674	621,450	-	-	705,153	176,971	(83,703)
052	Sewer Capital	514,560	174,330	-	-	55,000	633,890	119,330
053	Sewer Assessment	35,470	30,950	-	-	31,750	34,670	(800)
054	Sewer Debt Service	442,686	343,100	-	-	302,933	482,853	40,167
060	Water Operations	-	493,030	-	182,275	675,304	-	-
061	Water Debt Service	33,999	140,000	37,999	-	136,000	-	(33,999)
062	Water Capital	126,940	63,000	144,276	-	45,000	664	(126,276)
	<b>TOTAL</b>	<b>2,962,991</b>	<b>3,162,933</b>	<b>201,829</b>	<b>201,829</b>	<b>3,374,712</b>	<b>2,751,212</b>	<b>(211,779)</b>

# Revenue Budget

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	
<b>REVENUE TOTAL</b>		<b>3,097,203</b>	<b>3,159,536</b>	<b>2,944,393</b>	<b>3,118,747</b>	<b>3,754,562</b>	<b>(62,333)</b>	<b>152,810</b>	<b>-2%</b>
4900	ADM Interfund Revenue	4,000	-	3,960	5,000	987	4,000	40	
4963	ANN Anniversary Income	500	-	-	-	-	500	500	
4410	BLD Bldg. Plan - Constr Permits	18,000	30,000	11,200			(12,000)	6,800	(1)
4440	BLD Bldg. Plan - Plan Check Fee	6,000	19,800	4,200			(13,800)	1,800	(2)
4445	BLD Bldg. - Administrative Fees	8,000	150	11,400	-	2,846	7,850	(3,400)	1
4460	BLD Bldg. Plan - Seismic Fees	75	125	85			(50)	(10)	(1)
4462	BLD Bldg. Standards- SB1473	60	-	60			60	-	
4463	BLD Bldg. - Continuing Education	125	-	120	-	-	125	5	
4464	BLD Bldg. - Technology Fee	340	-	340	-	-	340	-	
4465	BLD Encroachment Permits	500	500	700	-	-	-	(200)	0%
4728	CDBG Grant Restr - CDBG Prog.		-	42	-	-	-	(42)	
4045	GAS Tax - (HCAOG) -TDA	108,945	108,609	108,609	117,251	117,477	336	336	0%
4048	GAS Tax - Gasoline (HUTA)	76,820	90,010	90,010	103,464	109,540	(13,190)	(13,190)	-17%
4712	GAS RSTP HCAOG Grant	21,000	21,000	21,000	-	46,763	-	-	
4010	GF Tax - Property Current Sec.	103,500	103,921	102,106	100,235	101,279	(421)	1,394	0%
4011	GF Tax - Property Current Uns.	3,600	3,600	6,628	3,600	3,716	-	(3,028)	0%
4105	GF Fees - Recorders Fees		-	-	24,000	-	-	-	
4012	GF Tax - Property Prior Secured	-	-	-	100	62	-	-	
4013	GF Tax Property Prior Unsecured	-	-	-			-	-	
4025	GF Tax - Supplemental Roll	2,200	2,200	646	-	3,396	-	1,554	0%
4026	GF Tax - Home Owner's Prop.	1,400	1,600	1,454	1,600	1,567	(200)	(54)	-14%
4027	GF Tax - Prior Years - Supp.	-	-	844	-	778	-	(844)	
4030	GF Tax - Transient Occupancy Tax	11,000	11,000	11,000	-	11,424	-	-	0%
4035	GF Tax - Timber Yield	14	12	14	-	16	2	-	14%
4040	GF Tax - Retail Sales	117,000	129,500	99,200	122,000	100,140	(12,500)	17,800	-11%
4041	GF Tax - In Lieu Retail Sales - Cour	29,100	43,510	29,148	51,192	43,570	(14,410)	(48)	-50%
4172	GF Fees - Animal Shelter Animalia	-	-	-	500	-	-	-	
4042	GF Tax - Measure J	160,000	-	6,000	-	-	160,000	154,000	
4050	GF Tax - Documentary Real Prop.	4,000	2,300	3,762	2,200	4,350	1,700	238	43%
4056	GF Tax - Pub. Safety .5% sales	3,100	3,300	1,618	3,200	2,987	(200)	1,482	-6%
4110	GF Fees - Franchise - Electric	26,200	28,000	28,000	50	27,722	(1,800)	(1,800)	
4115	GF Fees - Franchise - Gas	5,600	6,300	6,000	6,000	6,277	(700)	(400)	
4120	GF Fees - Franchise - Garbage	15,000	15,275	15,000	15,000	15,145	(275)	-	-2%
4125	GF Fees - Franchise - Cable TV	33,000	33,000	33,000	33,000	33,531	-	-	0%
4150	GF Fees - Bus. License	9,500	8,000	6,500	6,000	11,500	1,500	3,000	16%
4151	GF Fees - Bus. License CASP	250	200	330	-	285	50	(80)	20%
4162	GF Fees - Motor Vehicle (VLF)	7,100	7,600	7,088	6,600	7,943	(500)	12	-7%
4163	GF Fees - In Lieu VLF - County	342,000	340,094	342,088	330,000	340,093	1,906	(88)	1%
4170	GF Fees - Animal License	1,800	1,000	2,226	800	1,252	800	(426)	44%
4173	GF Fees - Animal Control/Rel.	1,200	1,200	1,700	500	1,588	-	(500)	0%
4178	GF Fees - Booking	200	500	61	500	547	(300)	139	-150%
4180	GF Fees - Notary	100	-	170	-	47	100	(70)	
4183	GF Fees - Special Police Svc.	1,500	1,500	2,800	1,200	1,712	-	(1,300)	0%
4185	GF Fees - Street & Sidewalks	-	500	-	300	960	(500)	-	
4186	GF Fees - Weed & Lot	300	300	-	300	-	-	300	
4195	GF Fees - Customer Copies	25	25	35	25	85	-	(10)	0%
4197	GF Fees - Admin Vehicle User Fees		-	-		-	-	-	
4220	GF Fines - Animal Control	-	-	-	150	-	-	-	
4230	GF Fines - Bldg. Code		-	-		-	-	-	
4450	GF Planning - Miscellaneous Fees		-	-		-	-	-	
4240	GF Fines - Other		-	-		-	-	-	
4310	GF Interest Income	100	100	200	100	190	-	(100)	0%
4320	GF Rental Income - U.S. Cell.	6,370	6,370	6,300	6,000	6,513	-	70	0%
4321	GF Rental Income - T. Mobile	13,000	11,681	11,700	10,800	13,587	1,319	1,300	10%
4322	GF Rental Income - Property	-	-	-	4,500	-	-	-	
4410	GF Bldg. Plan - Constr Permits	-	-	-	28,800	23,951	-	-	
4420	GF Planning - Zoning Fees	2,500	8,000	1,800	-	5,553	(5,500)	700	-220%
4430	GF Planning - Subdivision Fee	1,500	1,500	1,500	1,500	-	-	-	
4435	GF Planning - Home Occup.	300	500	630	750	80	(200)	(330)	-67%

# Revenue Budget

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E		F	G	H	I
<b>REVENUE TOTAL</b>		<b>3,097,203</b>	<b>3,159,536</b>	<b>2,944,393</b>	<b>3,118,747</b>	<b>3,754,562</b>	<b>(62,333)</b>	<b>152,810</b>	<b>-2%</b>
4440	GF Bldg. Plan - Plan Check Fee	-	-	-	5,000	9,898	-	-	
4445	GF Bldg. - Administrative Fees	-	-	-	-	-	-	-	
4455	GF Planning - Other	50	-	160	-	-	50	(110)	
4456	GF Planning-Parks & Rec.	-	-	-	75	-	-	-	
4460	GF Bldg. Plan - Seismic Fees	-	-	-	75	142	-	-	
4462	GF Bldg. Standards- SB1473	-	-	-	125	119	-	-	
4463	GF Bldg. - Continuing Education	-	-	-	-	-	-	-	
4464	GF Bldg. - Technology Fee	-	-	-	-	-	-	-	
4465	GF Encroachment Permits	-	-	-	-	500	-	-	
4480	GF Insurance Premium Reimb.	-	-	50	-	280	-	(50)	
4802	GF Donations- Bicycle Hlmt.	-	-	500	-	300	-	(500)	
4803	GF Donations- Misc	-	-	20	-	384	-	(20)	
4950	GF Misc	400	500	500	1,000	400	(100)	(100)	-25%
4990	GF Misc - Other	-	-	600	30,554	515	-	(600)	
4991	GF Misc Income - Suspense	-	-	-	10,000	-	-	-	
4995	GF Donations	-	-	-	-	100	-	-	
4710	ISTEA Grant Restr - ISTE	-	-	-	21,000	-	-	-	
4941	POST Misc - Post Training & Special	-	3,000	-	-	-	(3,000)	-	
4744	REALI Grant Rest- Police Realign.	7,000	14,817	14,817	-	20,000	(7,817)	(7,817)	-112%
4746	REC Grant Restricted-Recycling	5,000	-	-	-	5,000	5,000	5,000	
4630	SE/WA Late Fee	40,000	38,000	40,800	37,600	42,792	2,000	(800)	5%
4635	SE/WA Shut Off Fees	12,000	11,866	17,748	10,200	15,100	134	(5,748)	1%
4920	SE/WA Misc - Special PW	3,800	-	4,800	2,000	5,890	3,800	(1,000)	
4936	SE/WA Bad Debt Recovery	2,859	2,000	3,131	1,000	2,254	859	(272)	30%
4510	SEW Sewer - Service	586,900	602,614	586,900	670,458	696,322	(15,714)	-	-3%
4520	SEW Sewer - Connection	5,220	-	5,220	4,600	5,220	5,220	-	
4540	SEW Sewer-Replacement Reserve	170,000	255,571	169,550	185,812	716,804	86,021	450	
4516	SEW Sewer - Debt Service	310,000	325,000	341,930	323,184	359,385	(16,930)	(31,930)	
4570	SEW Sewer Assessment	30,950	28,785	31,000	31,750	30,186	(2,215)	(50)	
4650	SEW Water Capital	63,000	77,000	62,855	-	66,280	(14,000)	145	
4740	SLESF Grant Restr-Police SLESF	100,000	100,000	96,000	100,000	98,562	-	4,000	0%
4190	SOL Fees - Integ. Waste Mgmt.	9,500	8,500	6,700	8,500	8,173	1,000	2,800	11%
4935	Varies Gain/Loss Dispose Assets	-	-	-	-	54	-	-	
4610	WAT Water - Service	450,000	501,967	408,900	543,397	466,408	(51,967)	41,100	-12%
4615	WAT Water - Debt Service	140,000	140,724	167,389	134,000	144,921	(724)	(27,389)	
4620	WAT Water - Connection	2,700	5,410	3,550	10,800	8,100	(2,710)	(850)	-100%
4640	WAT Water - Damage Rplcmt.	-	-	-	400	-	-	-	
4640	WAT Water - Damage Rplcmt.	11,000	1,000	-	-	1,014	10,000	11,000	



# Revenue Budget

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E		F	G	H	I
	<b>REVENUE TOTAL</b>	<b>3,097,203</b>	<b>3,159,536</b>	<b>2,944,393</b>	<b>3,118,747</b>	<b>3,754,562</b>	<b>(62,333)</b>	<b>152,810</b>	<b>-2%</b>

## REVENUE BUDGET SUMMARY BY FUND

000	General Fund	742,909	773,088	725,378	808,331	784,484	(30,179)	17,531	-4%
000	Measure U Revenue	160,000	-	6,000	-	-	160,000	154,000	
005	Administration Vehicle	4,000	-	3,960	5,000	987	4,000	40	
008	Bldg. Fund	33,100	50,575	28,105	-	2,846	(17,475)	4,995	-53%
020	Gas Tax Fund	76,820	90,010	90,010	103,464	109,540	(13,190)	(13,190)	-17%
026	RSTP Fund	21,000	21,000	21,000	-	46,763	-	-	
024	TDA Fund	108,945	108,609	108,609	117,251	117,477	336	336	0%
026	ISTEA	-	-	-	21,000	-	-	-	
027	Solid Waste	9,500	8,500	6,700	8,500	8,173	1,000	2,800	11%
040	SLESF	100,000	100,000	96,000	100,000	98,562	-	4,000	0%
044	POST Reimbursement	-	3,000	-	-	-	(3,000)	-	
046	Realignment Grant	7,000	14,817	14,817	-	20,000	(7,817)	(7,817)	-112%
074	Recycling	5,000	-	-	-	5,000	5,000	5,000	
050	Sewer Operations	621,450	628,547	625,359	700,458	734,560	(7,098)	(3,910)	-1%
052	Sewer Capital	170,000	255,571	169,550	185,812	716,804	(85,571)	450	
053	Sewer Assessment	30,950	28,785	31,000	31,750	30,186	2,165	(50)	
054	Sewer Debt Service	310,000	325,000	341,930	323,184	359,385	(15,000)	(31,930)	
060	Water Operations	#####	534,310	445,689	579,997	508,594	(41,281)	47,340	-8%
061	Water Debt Service	140,000	140,724	167,389	134,000	144,921	(724)	(27,389)	
062	Water Capital	63,000	77,000	62,855	-	66,280	(14,000)	145	
095	Anniversary Fund	500	-	850	-	-	500	(350)	
037	Grant Restr - CDBG Prog.	-	-	42	-	-	-	(42)	

## Department of the City Manager

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	J
<b>PERSONNEL</b>		<b>206,465</b>	<b>252,740</b>	<b>185,773</b>	<b>198,513</b>	<b>222,986</b>	<b>(46,275)</b>	<b>20,691</b>	<b>-22.4%</b>
5000	Full Time Salaries	151,273	171,281	133,901	110,019	137,720	(20,008)	17,372	-13.2%
	Payroll Taxes and Benefits	55,191	81,459	51,872	88,494	85,266	(26,268)	3,319	-47.6%
<b>OPERATING</b>		<b>76,808</b>	<b>72,986</b>	<b>51,870</b>	<b>115,862</b>	<b>43,858</b>	<b>3,822</b>	<b>24,938</b>	<b>5.0%</b>
5101	Office Supplies	1,500	1,500	1,231	1,496	1,675	-	269	0.0%
5102	Operating Supplies	350	350	397	700	306	-	(47)	0.0%
5103	Postage	250	250	282	250	235	-	(32)	0.0%
5104	Printing - Forms	4,000	3,000	4,062	2,000	3,931	1,000	(62)	25.0%
5106	Promotional	-	-	99	51	-	-	(99)	
5112	Legal	15,000	15,000	4,090	20,000	5,849	-	10,910	0.0%
5115	Contract/Prof. Svcs.	23,000	29,240	12,229	61,420	17,827	(6,240)	10,771	-27.1%
5121	Telephone - Pager	1,760	2,000	1,712	900	1,707	(240)	48	-13.6%
5122	Training - Conference	3,000	2,000	1,973	4,500	1,501	1,000	1,027	33.3%
5123	Automobile - Transportati	4,200	4,200	4,313	6,000	2,169	-	(113)	0.0%
5125	Publications - Books	50	50	28	100	28	-	22	0.0%
5126	Dues & Memberships	1,100	1,100	547	2,500	236	-	553	0.0%
5128	Employee Relations	100	100	100	151	-	-	-	0.0%
5130	Rents - Leases	2,100	3,000	1,866	4,500	920	(900)	234	-42.9%
5131	Records Maintenance	110	100	74	251	103	10	36	9.1%
5135	Maintenance - Repair	700	450	1,083	251	537	250	(383)	35.7%
5138	Office Equipment	500	500	490	500	783	-	10	0.0%
5139	Equipment	500	500	300	10	-	-	200	0.0%
5141	General Liability Ins.	8,538	4,312	8,025	4,167	1,812	4,226	513	49.5%
5143	Property Insurance	1,672	957	1,571	936	420	715	101	42.8%
5144	Emp Practice Liab Ins.	762	318	716	330	102	444	46	58.3%
5148	Office Equipment	-	-	-	201	-	-	-	
5150	Electricity	1,430	586	1,349	651	676	844	81	59.0%
5151	Natural Gas	137	63	129	300	59	74	8	54.0%
5152	Water	50	38	54	-	-	12	(4)	24.0%
5153	Sewer	100	73	99	-	-	27	1	27.0%
5160	Elections			1,003					
5162	Medical	-	-	-	-	2	-	-	
5166	LAFCO Fees	1,500	-	1,429		1,245	1,500	71	
5171	Computer Software	500	500	200	500	-	-	300	0.0%
5173	Computer Maint.-Supp.	2,379	1,769	2,294	1,100	1,248	610	85	25.6%
5174	Web Design Services	300	30	125	500	24	270	175	90.0%
5215	Small Tools - PW	-	-	-	100	-	-	-	
5514	Engineering	1,000	1,000	-	-	272	-	1,000	0.0%
5520	Improvements	220	-	-	-	191	220	220	
6100	Computer Hardware (FA)	-	-	-	1,497	-	-	-	
<b>TOTAL EXPENDITURES CM Dept.</b>		<b>283,273</b>	<b>325,726</b>	<b>237,643</b>	<b>314,375</b>	<b>266,844</b>	<b>(42,453)</b>	<b>45,630</b>	<b>-15.0%</b>
<b>SOURCES</b>									
000	General Fund	56,655	92,546	47,529	98,241	62,760	(35,891)	9,126	-63.4%
020	Gas Tax Fund	14,164	7,212	5,941	15,015	4,010	6,952	8,223	49.1%
024	TDA Fund	14,164	7,282	5,941	7,980	6,447	6,882	8,223	48.6%
050	Sewer Operations Fund	70,818	45,094	35,646	108,202	105,689	25,724	35,172	36.3%
060	Water Operations Fund	127,473	173,592	142,586	84,937	87,938	(46,119)	(15,113)	-36.2%

# City Council

CODE A	ITEM DESCRIPTION B	Budget 15/16 C	Budget 14/15 D	Est. Actual 14/15 E	Budget 13/14 F	Actual 13/14 G	Budget Variance (C-D) H	Budget Variance (C-E) I	% Change J
<b>OPERATING</b>		<b>13,298</b>	<b>11,512</b>	<b>13,525</b>	<b>31,695</b>	<b>20,178</b>	<b>1,786</b>	<b>(227)</b>	<b>13%</b>
5101	Office Supplies	-	-	14	-	-	-	(14)	-
5102	Operating Supplies	-	-	23	51	-	-	(23)	-
5103	Postage	110	-	135	-	-	110	(25)	-
5104	Printing - Forms	837	-	675	51	-	837	162	-
5106	Promotional	-	-	-	5,000	4,128	-	-	-
5112	Legal	500	502	2,070	1,000	-	(2)	(1,570)	0%
5115	Contract/Professional Svcs.	-	-	-	7,059	788	-	-	-
5122	Training - Conference	3,000	2,000	2,036	-	663	1,000	964	33%
5123	Automobile - Transportation	2,000	1,502	1,564	-	1,409	-	436	25%
5125	Publications-Books	-	-	115	-	-	-	-	-
5126	Dues & Memberships	2,751	2,751	2,743	2,751	2,578	-	8	0%
5129	Meeting	-	-	-	2,100	-	-	-	-
5135	Maintenance - Repair	-	502	-	-	947	(502)	-	-
5138	Office Equipment	-	-	-	2,892	2,890	-	-	-
5141	General Liability Insurance	-	710	-	1,302	-	(710)	-	-
5143	Property Insurance	-	157	-	294	-	(157)	-	-
5174	Web Design Services	100	-	75	-	-	100	25	-
5450	Miscellaneous Expense	-	-	-	6,250	6,250	-	-	-
5540	Mayor Woodall	-	-	-	251	-	-	-	-
5541	Gordon Johnson	-	-	-	251	525	-	-	-
5560	Council Member Marks	-	-	-	251	-	-	-	-
5563	Council Member Thompson	-	-	-	1,096	-	-	-	-
5564	Council Member Wilson	-	-	-	1,096	-	-	-	-
5900	Special Item (RDFD/RDLib)	4,000	3,388	4,075	-	-	612	(75)	15%
<b>TOTAL EXPENDITURES City Council</b>		<b>13,298</b>	<b>11,512</b>	<b>13,585</b>	<b>31,695</b>	<b>20,178</b>	<b>1,786</b>	<b>(287)</b>	<b>13%</b>
<b>SOURCES</b>									
000	General Fund	7,161	6,720	7,348	17,019	19,763	441	(186)	6%
020	Gas Tax Fund	232	183	236	1,101	8	49	(4)	21%
024	TDA Fund	232	183	236	550	13	49	(4)	21%
050	Sewer Operations Fund	2,836	2,213	2,882	7,338	210	623	(46)	22%
060	Water Operations Fund	2,836	2,213	2,882	5,687	184	623	(46)	22%



## Department of Finance

COD E	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	J
	<b>PERSONNEL</b>	<b>264,461</b>	<b>259,714</b>	<b>250,273</b>	<b>247,283</b>	<b>211,394</b>	<b>4,747</b>	<b>14,188</b>	<b>2%</b>
5000	Full Time Salaries	185,654	179,006	167,401	172,212	148,874	6,648	18,253	4%
5030	Overtime Salaries	-	-	5	2,000	1,015	-	(5)	
--	Payroll Taxes and Benefits	78,807	80,708	82,867	73,071	61,505	(1,901)	(4,060)	-2%
	<b>OPERATING</b>	<b>97,213</b>	<b>98,526</b>	<b>92,944</b>	<b>100,148</b>	<b>96,534</b>	<b>(1,313)</b>	<b>4,269</b>	<b>-1%</b>
5101	Office Supplies	3,610	3,610	3,328	3,500	3,046	-	282	0%
5102	Operating Supplies	800	800	341	1,500	787	-	459	0%
5103	Postage	4,050	6,974	2,842	5,526	4,054	(2,924)	1,208	-72%
5104	Printing - Forms	3,301	3,301	2,227	2,000	3,825	-	1,074	0%
5105	Advertising	-	-	-	-	2,937	-	-	
5106	Promotional	-	-	80	-	-	-	(80)	
5110	Accounting	30,000	28,800	38,430	36,790	36,970	1,200	(8,430)	4%
5112	Legal	400	400	807	1,000	252	-	(407)	0%
5115	Contract/Professional Services	750	400	339	500	833	350	411	47%
5116	Bank Fees	2,200	2,092	1,933	2,000	2,117	108	267	5%
5121	Telephone - Pager	2,200	2,238	1,567	1,530	1,330	(38)	633	-2%
5122	Training - Conference	4,501	4,501	2,936	4,500	2,402	-	1,565	0%
5123	Automobile - Transportation	1,301	1,301	1,038	1,300	3,950	-	263	0%
5125	Publications - Books	94	94	28	200	34	-	66	0%
5126	Dues & Memberships	125	125	143	151	126	-	(18)	0%
5130	Rents - Leases	2,500	3,101	1,762	100	2,549	(601)	738	-24%
5131	Records Maintenance	600	525	612	3,000	630	75	(12)	13%
5135	Maintenance - Repair	1,951	1,951	1,091	1,800	1,395	-	860	0%
5138	Office Equipment	8,200	3,200	3,200	3,000	2,582	5,000	5,000	61%
5139	Equipment	-	-	-	100	-	-	-	
5141	General Liability Insurance	8,480	11,408	7,971	10,938	4,794	(2,928)	509	-35%
5143	Property Insurance	1,660	2,531	1,566	2,460	1,112	(871)	94	-52%
5144	Emp Practice Liab Insurance	756	841	721	907	270	(85)	35	-11%
5150	Electricity	1,421	1,572	1,340	1,500	1,788	(151)	81	-11%
5151	Natural Gas	137	170	129	151	155	(33)	8	-24%
5152	Water	110	87	124	-	-	23	(14)	21%
5153	Sewer	216	165	223	-	-	51	(7)	24%
5162	Medical	-	-	-	-	100	-	-	
5163	Property Tax Admin Fees	3,000	3,000	2,850	3,000	2,777	-	150	0%
5171	Computer Software	200	170	50	500	68	30	150	15%
5172	Computer Training	-	-	-	3,000	75	-	-	
5173	Computer Maintenance - Support	14,500	15,023	15,212	8,999	14,998	(523)	(712)	-4%
5174	Web Design Services	150	146	54	196	73	4	96	3%
5520	Improvements	-	-	-	-	505	-	-	
	<b>TOTAL EXPENDITURES Finance Dept.</b>	<b>361,674</b>	<b>358,240</b>	<b>343,217</b>	<b>347,431</b>	<b>307,928</b>	<b>3,434</b>	<b>18,457</b>	<b>1%</b>
	<b>SOURCES</b>								
000	General Fund	72,335	76,747	51,483	69,430	64,620	(4,412)	20,852	-6%
020	Gas Tax Fund	7,233	4,802	8,580	21,098	4,511	2,431	(1,347)	34%
024	TDA Fund	7,233	4,802	8,580	10,451	7,450	2,431	(1,347)	34%
050	Sewer Operations Fund	137,436	136,333	137,287	138,972	123,262	1,103	149	1%
060	Water Operations Fund	137,436	135,556	137,287	107,480	108,085	1,880	149	1%

# Police Department

COD		Budget	Budget	Est. Actual	Budget	Actual	Budget	Budget	
E	ITEM DESCRIPTION	15/16	14/15	14/15	13/14	13/14	Variance	Variance	
A	B	C	D	E	F	G	(C-D)	(C-E)	% Change
	<b>PERSONNEL</b>	<b>499,420</b>	<b>498,442</b>	<b>516,749</b>	<b>458,422</b>	<b>501,070</b>	<b>978</b>	<b>(17,329)</b>	<b>0.2%</b>
5000	Full Time Salaries	285,729	289,554	290,788	278,897	302,774	(3,825)	(5,059)	-1.3%
5030	Overtime/Standby Salaries	16,050	8,112	12,216	8,000	11,087	7,938	3,834	49.5%
--	Payroll Taxes and Benefits	197,641	200,776	203,745	171,525	187,209	(3,135)	(6,104)	-1.6%
	<b>OPERATING</b>	<b>124,097</b>	<b>119,848</b>	<b>123,360</b>	<b>116,805</b>	<b>91,791</b>	<b>4,249</b>	<b>737</b>	<b>3.4%</b>
5101	Office Supplies	1,000	1,000	460	1,200	880	-	540	0.0%
5102	Operating Supplies	2,500	2,500	1,629	3,200	2,740	-	871	0.0%
5103	Postage	600	665	603	1,000	790	(65)	(3)	-10.8%
5104	Printing - Forms	1,000	463	853	800	303	537	147	53.7%
5105	Advertising	50	50	-	50	40	-	50	0.0%
5106	Promotional	50	50	103	50	-	-	(53)	0.0%
5112	Legal	1,000	1,000	1,453	1,500	1,506	-	(453)	0.0%
5115	Contract/Professional Svc.	3,000	3,000	1,639	3,000	3,680	-	1,361	0.0%
5117	Animal Control	6,500	6,500	4,368	5,000	8,882	-	2,132	0.0%
5119	Safety Supplies & Equip.	1,239	1,239	1,471	-	-	-	(232)	0.0%
5121	Telephone - Pager	7,610	7,000	7,546	7,000	7,798	610	64	8.0%
5122	Training - Conference	4,400	-	1,386	2,000	(2,931)	4,400	3,014	
5123	Auto - Transportation	500	500	563	1,000	193	-	(63)	0%
5125	Publications - Books	500	500	42	500	2,226	-	458	0.0%
5126	Dues & Memberships	1,800	1,800	1,941	2,000	1,638	-	(141)	0.0%
5128	Employee Relations	250	250	1,955	2,550	-	-	(1,705)	0.0%
5130	Rents - Leases	2,500	2,500	1,955	2,000	2,521	-	545	0.0%
5131	Records Maintenance	500	350	416	-	242	150	84	30.0%
5135	Maintenance - Repair	5,523	5,523	4,663	2,000	1,863	-	860	0.0%
5138	Office Equipment	2,100	2,100	3,013	2,200	28	-	(913)	0.0%
5139	Equipment	7,025	13,558	16,944	5,450	4,052	(6,633)	(9,919)	-94.4%
5141	General Liability Ins.	12,865	14,301	12,093	13,543	6,009	(1,436)	772	-11.2%
5143	Property Insurance	2,519	3,172	2,368	3,045	1,394	(653)	151	-25.9%
5144	Employee Practice Liab. Ins.	1,147	1,106	1,113	1,114	339	41	34	3.6%
5150	Electricity	2,412	2,000	2,276	0	2,482	412	136	17.1%
5151	Natural Gas	207	200	195	0	194	7	12	3.4%
5152	Water	180	147	204	-	-	33	(24)	18.3%
5153	Sewer	370	274	369	-	-	96	1	25.9%
5154	Garbage	-	200	-	-	166	(200)	-	
5162	Medical	3,000	3,000	3,301	6,000	1,425	-	(301)	0.0%
5171	Computer Software	500	500	455	1,500	378	-	45	0.0%
5173	Computer Maint.-Support	6,500	7,950	7,581	3,200	5,069	(1,450)	(1,081)	-22.3%
5174	Web Design Services	200	100	82	100	89	100	118	50.0%
5192	Code Enforcement	1,000	1,000	521	3,000	20	-	479	0.0%
5193	Nuis. Abatement-Vehicle	1,250	1,250	450	2,500	80	-	800	0.0%
5212	Gas & Oil	13,400	13,000	13,142	15,000	15,712	400	258	3.0%
5213	Vehicle Repair	4,000	2,500	8,165	4,000	3,443	1,500	(4,165)	37.5%
5215	Public Works - Small Tools	-	-	-	0	30	-	-	
5305	Booking Fees Due	-	-	-	1,500	(3,439)	-	-	
5308	Dispatch Service Due	24,900	18,500	18,042	18,503	18,504	6,400	6,858	25.7%
5520	Improvements	-	-	-	-	634	-	-	
6100	Comp. Hardware (FA)	-	-	-	1,300	2,711	-	-	
	<b>TOTAL EXPENDITURES Police Dept.</b>	<b>623,517</b>	<b>618,290</b>	<b>640,109</b>	<b>575,227</b>	<b>592,861</b>	<b>5,227</b>	<b>(16,592)</b>	<b>0.8%</b>
	<b>SOURCES</b>								
000	REVENUES General Fund	4,700	4,200	6,787	3,150	5,099	500	(2,087)	10.6%
000	General Fund	509,215	494,090	502,505	471,822	583,254	17,727	(10,688)	2
040	REVENUE SLESF	100,000	100,000	96,000	100,000	4,508	-	4,000	0.0%
043	Nuisance Abatement	-	-	-	255	-	-	-	
046	REVENUE Realign. Grant	7,000	20,000	14,817	-	-	-	-	
046	RESERVES Realign. Grant	2,602	-	20,000	-	-	(13,000)	(7,817)	-185.7%



# Administration Vehicle (005)

A	B	C	D	E		F	G	H	I
				Est.			Budget	Budget	
CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Actual 14/15	Budget 13/14	Actual 13/14	Variance (C-D)	Variance (C-E)	% Change
	<b>EXPENDITURES</b>	<b>1,200</b>	<b>-</b>	<b>558</b>	<b>5,000</b>	<b>296</b>	<b>1,200</b>	<b>642</b>	
5135	Maintenance - Repair	500	0.00	191	-	37	500	319	
5212	Gas & Oil	700	0.00	367	5,000	259	700	323	
	<b>TOTAL</b>	<b>1,200</b>	<b>-</b>	<b>558</b>	<b>5,000</b>	<b>296</b>	<b>1,200</b>	<b>642</b>	
<b>SOURCES</b>									
005	REVENUE Admin Fund	4,000	-	3,600	-	-	4,000	400	

# Solid Waste (027)

		Budget	Budget	Est.	Budget	Actual	Budget	Budget	%
CODE	ITEM DESCRIPTION	15/16	14/15	Actual	13/14	13/14	Variance	Variance	Change
A	B	C	D	E	F	F	(C-D)	(C-E)	I
<b>PERSONNEL</b>									
		<b>2,770</b>	<b>3,115</b>	<b>2,555</b>	<b>1,630</b>	<b>1,760</b>	<b>(345)</b>	<b>215</b>	<b>-12%</b>
5000	Full Time Salaries	2,055	2,055	2,055	1,630	1,368	-	0	0%
5030	Overtime Salaries	-	-	-	-	-	-	-	-
--	Payroll Taxes and Benefits	715	1,060	500	-	392	(345)	215	-48%
<b>OPERATING</b>									
		<b>8,084</b>	<b>6,385</b>	<b>9,854</b>	<b>6,970</b>	<b>1,259</b>	<b>1,699</b>	<b>(1,770)</b>	<b>21%</b>
5101	Office Supplies	17	17	20	164	6	-	(3)	0%
5102	Operating Supplies	50	50	9	820	14	-	41	0%
5103	Postage	23	-	40	410	6	23	(17)	
5104	Printing - Forms	-	-	63	164	5	-	(63)	
5105	Advertising	-	50	-	246	168	(50)	-	
5106	Promotional	-	-	3	205	-	-	(3)	
5112	Legal	-	-	1,383		10	-	(1,383)	
5115	Contract Professional Svc.	7,000	5,000	7,000	3,010	135	2,000	(9)	29%
5121	Telephone - Pager	-	-	6					
5123	Auto - Transportation	-	-	2	82				
5125	Publications - Books	-	-	2		1	-	(2)	
5130	Rents & Leases	-	110	65		63	(110)	(65)	
5131	Records Maintenance	-	-	-		4	-	-	
5135	Maintenance - Repair	-	56	270	-	40	(56)	(270)	
5138	Office Equipment	-	-	-	-	1	-	-	
5141	General Liability Ins.	234	-	220	427	138	234	14	
5143	Property Insurance	46	-	43	96	32	46	3	
5144	Emp Practice Liab Insurance	21	-	20	34	8	21	1	
5150	Electricity	39	-	38	123	55	39	1	
5151	Gas	4	-	-	-	-	-	-	
5154	Garbage	650	1,102	640	1,148	542	(452)	10	-70%
5173	Computer Maint. - Support	-	-	19	-	14	-	(19)	
5174	Web Design Services	-	-	2	41	2	-	(2)	
5520	Improvements	-	-	-	-	15	-	-	
<b>TOTAL EXPENDITURES Solid Waste</b>		<b>10,854</b>	<b>9,500</b>	<b>12,409</b>	<b>8,600</b>	<b>3,019</b>	<b>1,354</b>	<b>(1,555)</b>	<b>12%</b>
<b>SOURCES</b>									
075	REVENUES Solid Waste	9,500	8,500	6,700	8,500	8,173	1,000	2,800	11%
	RESERVES Solid Waste Fund	1,354	1,000	5,709	100	(5,141)	354	(4,355)	26%

# Building Department

CODE A	ITEM DESCRIPTION B	Budget 15/16 C	Budget 14/15 D	Est. Actual 14/15 E	Budget 13/14 F	Actual 13/14 G	Budget Variance (C-D) H	Budget Variance (C-E) I	% Change J
<b>PERSONNEL</b>									
		<b>32,510</b>	<b>60,445</b>	<b>54,614</b>	<b>24,676</b>	<b>27,372</b>	<b>(27,935)</b>	<b>(22,104)</b>	<b>(1)</b>
5000	Full Time Salaries	22,153	39,319	35,149	14,654	16,712	(17,166)	(12,996)	(1)
--	Payroll Taxes and Benefits	10,357	21,126	19,465	10,022	10,660	(10,769)	(9,108)	(1)
<b>OPERATING</b>									
		<b>14,082</b>	<b>14,737</b>	<b>19,576</b>	<b>29,801</b>	<b>31,969</b>	<b>(655)</b>	<b>(5,494)</b>	<b>-5%</b>
5101	Office Supplies	400	150	558	80	56	250	(158)	63%
5102	Operating Supplies	200	633	75	50	243	(433)	125	-217%
5103	Postage	40	40	52	50	32	-	(12)	0%
5104	Printing - Forms	140	100	122	200	273	40	18	29%
5106	Promotional	-	-	19	-	-	-	(19)	
5112	Legal	500	700	16	1,000	1,363	(200)	484	-40%
5115	Contract/Professional Svcs.	2,000	5,000	6,752	24,000	24,139	(3,000)	(4,752)	-150%
5121	Telephone - Pager	280	300	243	128	37	(20)	37	-7%
5122	Training - Conference	3,000	3,000	3,498	-	1,708	-	(498)	0%
5123	Automobile - Transportation	1,000	1,000	1,431	-	810	-	(431)	0%
5125	Publications - Books	500	500	824	1,000	2	-	(324)	0%
5126	Dues & Memberships	250	250	255	500	525	-	(5)	0%
5128	Employee Relations	25	25	-	-	-	-	25	0%
5130	Rents - Leases	700	150	674	300	171	550	26	79%
5131	Records Maintenance	115	60	119	-	102	55	(4)	48%
5135	Maintenance - Repair	500	400	1,652	50	1,595	100	(1,152)	20%
5138	Office Equipment	500	500	-	-	1	-	500	0%
5139	Equipment	-	-	-	-	-	-	-	
5141	General Liability Insurance	1,989	710	1,869	1,302	298	1,279	120	64%
5143	Property Insurance	389	-	366	293	69	389	23	
5144	Employee Practice Liab Ins.	178	-	167	124	17	178	11	
5150	Electricity	341	125	321	300	111	216	20	63%
5151	Natural Gas	25	50	27	50	10	(25)	(2)	-100%
5152	Water	40	33	45	-	-	7	(5)	18%
5153	Sewer	80	61	81	-	-	19	(1)	24%
5164	Regulatory Fees	250	250	136	50	185	-	114	0%
5166	Regulatory Fees	-	-	-	-	-	-	-	
5167	Seismic Fees	200	200	140	200	152	-	60	0%
5171	Computer Software	100	100	2	25	-	-	98	0%
5173	Computer Maint.-Support	140	200	119	99	28	(60)	21	-43%
5174	Web Design Services	200	200	13	-	4	-	187	0%
5215	Public Works - Small Tools	-	-	-	-	7	-	-	
5520	Improvements	-	-	-	-	31	-	-	
<b>TOTAL EXPENDITURES Bldg. Dept.</b>		<b>46,592</b>	<b>75,182</b>	<b>74,190</b>	<b>54,477</b>	<b>59,341</b>	<b>(28,590)</b>	<b>(27,599)</b>	<b>-61%</b>
<b>SOURCES</b>									
008	REVENUE Building Fund	33,100	50,075	27,500	-	2,846	(16,975)	5,600	-51%
000	SUBSIDY General Fund	13,492	28,467	28,467					
000	SUBSIDY General Fund		(3,360)	18,223	54,477	56,495	16,852	(4,732)	125%



# Planning Department

COD		Budget	Budget	Est.	Budget		Budget	Budget	
E	ITEM DESCRIPTION	15/16	14/15	Actual	13/14	Actual 13/14	Variance	Variance	%
A	B	C	D	E		F	(C-D)	(C-E)	Change
	<b>PERSONNEL</b>	<b>48,999</b>	<b>95,503</b>	<b>84,006</b>	<b>122,633</b>	<b>120,034</b>	<b>(46,504)</b>	<b>(35,007)</b>	<b>(0.95)</b>
5000	Full Time Salaries	35,210	64,592	57,307	91,780	89,092	(29,382)	(22,097)	(1)
--	Payroll Taxes and Benefits	13,788	30,911	26,699	30,853	30,942	(17,123)	(12,911)	(1)
	<b>OPERATING</b>	<b>15,757</b>	<b>19,117</b>	<b>9,101</b>	<b>24,031</b>	<b>12,669</b>	<b>(3,360)</b>	<b>6,656</b>	<b>-21%</b>
5101	Office Supplies	350	350	670	400	336	-	(320)	0%
5102	Operating Supplies	150	150	77	300	147	-	73	0%
5103	Postage	300	300	213	600	428	-	87	0%
5104	Printing - Forms	1,670	1,250	1,461	250	2,896	420	209	25%
5106	Promotional	-	-	23	-	-	-	(23)	
5112	Legal	1,000	1,000	463	3,000	363	-	537	0%
5115	Contract/Professional Svcs.	300	300	82	1,000	52	-	218	0%
5121	Telephone - Pager	975	975	646	826	962	-	329	0%
5122	Training - Conference	750	750	70	1,500	851	-	680	0%
5123	Automobile - Transportation	1,250	1,250	11	1,750	606	-	1,239	0%
5125	Publications - Books	100	100	36	250	110	-	64	0%
5126	Dues & Memberships	350	350	228	300	178	-	122	0%
5128	Employee Relations	25	25	-	50	-	-	25	0%
5130	Rents - Leases	800	800	596	700	771	-	204	0%
5131	Records Maintenance	100	100	62	-	93	-	38	0%
5135	Maintenance - Repair	400	400	268	500	881	-	132	0%
5138	Office Equipment	500	500	-	100	7	-	500	0%
5141	General Liability Insurance	2,047	3,548	1,924	3,646	1,491	(1,501)	123	-73%
5143	Property Insurance	401	787	377	828	346	(386)	24	-96%
5144	Employee Practice Liab Ins.	183	261	172	289	84	(78)	11	-43%
5150	Electricity	343	600	285	560	556	(257)	58	-75%
5151	Natural Gas	33	100	27	90	48	(67)	6	-203%
5152	Water	30	16	22	-	-	14	8	47%
5153	Sewer	50	30	40	-	-	20	10	40%
5164	Regulatory Fees	2,000	2,000	100	4,000	50	-	1,900	0%
5166	Regulatory Fees	-	1,700	-	1,700	-	(1,700)	-	
5167	Seismic Fees	-	-	-	-	-	-	-	
5171	Computer Software	200	200	200	900	474	-	-	0%
5173	Computer Maint.-Support	1,050	875	1,022	250	762	175	28	17%
5174	Web Design Services	400	400	13	250	20	-	387	0%
5512	Planning	-	-	13	-	-	-	-	
5520	Improvements	-	-	-	-	157	-	-	
	<b>TOTAL EXPENDITURES Planning Dept.</b>	<b>64,756</b>	<b>114,620</b>	<b>93,107</b>	<b>146,664</b>	<b>132,703</b>	<b>(49,864)</b>	<b>(28,352)</b>	<b>-77%</b>
<b>SOURCES</b>									
000	REVENUES Planning	4,350	10,000	6,000	4,090	15,531	(5,650)	(1,650)	-130%
000	General Fund	60,406	104,620	87,107	142,574	117,172	(44,214)	(26,702)	-73%

## Buildings and Grounds

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	F	G	H	I
<b>PERSONNEL</b>									
		<b>54,406</b>	<b>46,110</b>	<b>53,718</b>	-	-	<b>8,296</b>	<b>688</b>	<b>0.15</b>
5000	Full Time Salaries	32,198	26,866	30,171	-	-	5,332	2,027	0.17
5030	Overtime Salaries	1,672	1,612	587	-	-	60	1,085	0.04
--	Payroll Taxes and Benefits	20,536	17,632	22,960	-	-	531	(2,424)	0.14
<b>OPERATING</b>									
		<b>14,803</b>	<b>12,483</b>	<b>14,313</b>	-	-	<b>2,320</b>	<b>490</b>	<b>16%</b>
5101	Office Supplies	-	-	124	-	-	-	(124)	
5102	Operating Supplies	365	151	314	-	-	214	51	59%
5103	Postage	15	-	24	-	-	15	(10)	
5104	Printing - Forms	68	-	62	-	-	68	6	
5106	Promotional	30	-	25	-	-	30	5	
5107	Memorial Park Expense	1,100	1,300	589	-	-	(200)	511	-18%
5115	Contract Services			106					
5119	Safety Supplies & Equipment	151	151	56	-	-	-	95	0%
5121	Telephone - Pager	1,222	-	1,040	-	-	1,222	182	
5122	Training - Conference			6					
5123	Automobile - Transportation			14					
5125	Publications - Books	10	-	8	-	-	10	2	
5126	Dues & Memberships	6	-	5	-	-	6	1	
5130	Rents - Leases	423	-	408	-	-	423	15	
5131	Records Maintenance	6	-	5	-	-	6	1	
5135	Maintenance - Repair	1,557	-	1,361	-	-	1,557	196	
5136	Parks Maintenance - Repair	2,026	4,251	1,635	-	-	(2,225)	391	-110%
5139	Equipment	800	800	293	-	-	-	507	0%
5141	General Liability Insurance	2,632	-	2,474	-	-	2,632	158	
5143	Property Insurance	515	-	484	-	-	515	31	
5144	Employee Practice Liability Ins.	235	-	221	-	-	235	14	
5150	Electricity	939	-	668	-	-	939	271	
5151	Natural Gas	43	-	35	-	-	43	8	
5152	Water	500	1,728	1,912	-	-	(1,228)	(1,412)	-246%
5173	Computer Maint.-Support	152	-	139	-	-	152	13	
5174	Web Design Services	20	-	16	-	-	20	4	
5212	Gas & Oil	500	1,500	548	-	-	(1,000)	(48)	-200%
5215	Public Works - Small Tools	186	1,000	821	-	-	(814)	(635)	-438%
5227	Public Works - Equip. Repair	800	851	646	-	-	(51)	154	-6%
5229	Public Works - Equip. Rental	500	751	274	-	-	(251)	226	-50%
<b>TOTALEXPENDITURES Bldg. &amp; Grounds</b>		<b>69,209</b>	<b>58,593</b>	<b>68,031</b>	-	-	<b>10,616</b>	<b>1,178</b>	<b>15%</b>
<b>SOURCES</b>									
000	General Fund	41,525	35,156	40,819	-	-	6,370	707	15%
008	Building Fund	3,460	5,859	6,803	-	-	(2,399)	(3,343)	-69%
020	Gas Tax Fund	3,460	2,930	3,402	-	-	531	59	15%
024	TDA Fund	3,460	2,930	3,402	-	-		59	15%
050	Sewer Operations Fund	8,651	5,859	6,803	-	-	2,792	1,848	32%
060	Water Operations Fund	8,651	5,859	6,803	-	-	2,792	1,848	32%



# Streets Department

CODE A	ITEM DESCRIPTION B	Budget 15/16 C	Budget 14/15 D	Est. Actual 14/15 E	Budget 13/14 F	Actual 13/14 G	Budget Variance (C-D) H	Budget Variance (C-E) I	% Change J
<b>PERSONNEL</b>									
		<b>101,103</b>	<b>134,605</b>	<b>129,129</b>	<b>86,314</b>	<b>116,481</b>	<b>(33,502)</b>	<b>(28,026)</b>	<b>-33%</b>
5000	Full Time Salaries	59,797	82,525	81,372	61,724	85,922	(22,728)	(21,575)	-38%
5030	Overtime Salaries	3,104	3,004	845	975	547	84	2,259	3%
--	Payroll Taxes and Benefits	38,202	49,076	46,912	23,615	30,012	(10,874)	(8,710)	-28%
<b>OPERATING</b>									
		<b>126,967</b>	<b>129,936</b>	<b>100,351</b>	<b>112,663</b>	<b>107,010</b>	<b>(2,969)</b>	<b>26,616</b>	<b>-2%</b>
5101	Office Supplies	300	90	261	300	100	210	39	70%
5102	Operating Supplies	1,050	930	942	1000	877	120	108	11%
5103	Postage	20	26	28	51	46	(6)	(8)	-30%
5104	Printing - Forms	160	28	135	51	32	132	25	83%
5105	Advertising	-	188	-	51	150	(188)	-	
5106	Promotional	-	-	26	-	-	-	(26)	
5107	Memorial Park Expense	-	-	-	2500	1,410	-	-	
5108	Streets	18,000	14,025	5,836	15000	9,561	3,975	12,164	22%
5109	Chemicals	-	-	-	0	337	-	-	
5112	Legal	1,200	1,373	42	251	1,243	(173)	1,158	-14%
5115	Contract/Professional Svcs.	47,479	47,276	46,833	3000	53,514	203	646	0%
5119	Safety Supplies & Equipment	175	173	39	2500	147	2	136	1%
5121	Telephone	2,350	1,068	2,322	1200	1,013	1,282	28	55%
5122	Training Conference	250	-	229	1500	-	250	21	
5123	Auto/Transportation - PW	150	151	18	100	121	(1)	132	-1%
5125	Publications - Books	10	10	11	100	8	-	(1)	0%
5126	Dues & Memberships	100	155	68	200	124	(55)	32	-55%
5127	License	10	10	10	-	8	-	-	0%
5128	Employee Relations	-	-	-	19	-	-	-	
5130	Rents - Leases	710	493	713	1500	477	217	(3)	31%
5131	Records Maintenance	40	46	29	-	39	(6)	11	-15%
5135	Maintenance - Repair	6,300	1,934	658	3500	1,666	4,366	5,642	69%
5136	Parks Maintenance-Repair	-	-	-	2500	-	-	-	
5138	Office Equipment - P.W.	130	39	107	100	31	91	23	70%
5139	Equipment	1,200	1,476	111	3500	1,329	(276)	1,089	-23%
5141	General Liability Insurance	3,255	2,347	3,059	2167	1,078	908	196	28%
5143	Property Insurance	637	739	599	486	250	(102)	38	-16%
5144	Employee Practice Liability Ins.	290	173	272	171	61	117	18	40%
5148	Office Equipment	-	33	-	-	26	(33)	-	
5150	Electricity	25,889	25,000	24,211	25000	26,407	889	1,678	3%
5151	Natural Gas	122	38	46	500	35	-	76	69%
5152	Water	4,100	3,881	3,521	-	-	219	579	5%
5154	Garbage	-	64	-	60	51	(64)	-	
5162	Medical	30	30	28	151	27	-	2	0%
5164	Regulatory Fees	90	90	33	1000	72	-	57	0%
5165	Property Tax Assessment	-	-	-	36	-	-	-	
5171	Computer Software	75	75	-	151	60	-	75	0%
5173	Computer Maint.-Support	165	79	162	251	105	86	3	52%
5174	Web Design Services	40	18	21	10	14	22	19	55%
5175	Community Promotions	-	-	-	10	-	-	-	
5212	Gas & Oil	4,350	1,508	4,121	2500	1,986	2,842	229	65%
5213	Vehicle Repair	1,800	1,861	1,395	2000	1,670	(61)	405	-3%
5215	Public Works - Small Tools	780	781	412	2000	820	(1)	368	0%
5217	License	10	10	10	-	8	-	-	0%
5227	Public Works - Equip. Repair	700	718	727	1000	757	(18)	(27)	-3%
5229	Public Works - Equip. Rental	-	-	136	251	-	-	(136)	
5514	Engineering	5,000	23,000	3,180	35,000	1,236	(18,000)	1,820	-360%
5520	Improvements	-	-	-	996	114	-	-	
<b>TOTAL EXPENDITURES Streets Dept.</b>		<b>228,070</b>	<b>264,541</b>	<b>229,480</b>	<b>198,977</b>	<b>223,491</b>	<b>(36,471)</b>	<b>(1,410)</b>	<b>-16%</b>
<b>TOTAL EXPENDITURES Others Dept.</b>		<b>59,945</b>	<b>41,663</b>	<b>30,500</b>	<b>56,195</b>	<b>35,720</b>	<b>18,282</b>	<b>29,445</b>	<b>30%</b>
<b>SOURCES</b>									
020	REVENUE Gas Tax Fund	76,820	90,010	90,010	103,464	109,540	(13,190)	(13,190)	-17%
024	REVENUE TDA Fund	108,945	108,609	108,609	56,195	117,477	336	336	0%
024	REVENUE RSTP Funds	21,000	20,000	21,000	-	46,763	1,000	-	5%
	<b>RESERVES Gas Tax Fund</b>	<b>81,250</b>	<b>87,585</b>	<b>40,361</b>	<b>95,513</b>	<b>(14,569)</b>	<b>(6,335)</b>	<b>40,889</b>	<b>-8%</b>

# Wastewater Department

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	F	E	G	H	I	J
<b>PERSONNEL</b>									
5000	Full Time Salaries	144,046	145,411	159,819	172,955	156,446	(1,365)	(15,773)	-1%
5030	Overtime Salaries	84,044	82,405	93,442	115,024	92,825	1,639	23,602	2%
--	Payroll Taxes and Benefits	1,433	1,099	2,866	3,675	2,103	334	(623)	23%
		58,569	61,907	63,511	54,256	61,518	(3,338)	15,072	-6%
<b>OPERATING</b>									
		314,505	258,459	272,452	190,505	265,799	56,046	42,052	18%
5101	Office Supplies	500	500	650	800	696	-	(150)	0%
5102	Operating Supplies	2,000	2,000	2,805	1,750	2,409	-	(805)	0%
5103	Postage	2,400	1,700	2,711	100	3,130	700	(311)	29%
5104	Printing - Forms	465	125	401	200	504	340	64	73%
5105	Advertising	200	700	-	200	663	(500)	200	-250%
5106	Promotional	-	-	109	-	-	-	(109)	-
5107	Memorial Park Expense	-	-	-	-	-	-	-	-
5108	Streets	1,000	1,000	28	1,170	4	-	972	0%
5109	Chemicals	30,000	29,000	21,960	22,719	30,504	1,000	8,040	3%
5112	Legal	500	500	604	500	2,495	-	(104)	0%
5115	Contract/Professional Svcs.	2,000	5,000	4,183	10,000	2,983	(3,000)	(2,183)	-150%
5119	Safety Supplies & Equipment	1,000	1,000	48	1,000	691	-	952	0%
5121	Telephone - Pager	2,440	3,500	2,412	4,500	4,152	(1,060)	28	-43%
5122	Training - Conference	1,350	1,350	1,091	250	90	-	259	0%
5123	Auto/Transportation - PW	500	500	676	50	582	-	(176)	0%
5125	Publications - Books	200	200	30	-	162	-	170	0%
5126	Dues & Memberships	1,000	1,000	34	800	965	-	966	0%
5127	License	260	100	831	-	207	160	(571)	62%
5128	Employee Relations	50	50	-	50	-	-	50	0%
5129	Meeting	-	-	-	-	-	-	-	-
5130	Rents - Leases	1,968	1,300	1,987	1,300	1,558	668	(19)	34%
5131	Records Maintenance	40	150	32	-	149	(110)	8	-275%
5135	Maintenance - Repair	20,000	15,000	17,018	15,000	15,528	5,000	2,982	25%
5136	Parks Maintenance - Repair	-	-	-	-	-	-	-	-
5138	Office Equipment - P.W.	800	1,200	374	1,200	1,355	(400)	426	-50%
5139	Equipment	4,500	4,500	5,231	3,000	5,189	-	(731)	0%
5141	General Liability Insurance	9,329	9,389	8,769	8,167	3,945	(60)	560	-1%
5143	Property Insurance	1,827	2,083	1,717	1,836	915	(256)	110	-14%
5144	Employee Practice Liab Ins.	832	692	782	647	223	140	50	17%
5148	Office Equipment	-	-	-	-	114	-	-	-
5150	Electricity	133,431	76,609	123,370	55,000	118,656	56,822	10,061	43%
5151	Natural Gas	22,566	20,000	18,562	7,500	19,918	2,566	4,004	11%
5152	Water	28,500	33,600	21,422	-	-	(5,100)	7,078	-18%
5153	Sewer	50	-	198	-	-	50	(148)	-
5154	Garbage	-	1,000	-	2,500	105	(1,000)	-	-
5162	Medical	250	250	12	250	276	-	238	0%
5164	Regulatory Fees	15,000	15,000	9,200	12,000	12,004	-	5,800	0%
5165	Property Tax Assessment	-	-	-	35	-	-	-	-
5171	Computer Software	500	500	116	1,000	266	-	384	0%
5173	Computer Maint.-Support	920	500	821	50	869	420	99	46%
5174	Web Design Services	75	65	60	-	52	10	15	13%
5212	Gas & Oil	3,002	2,500	2,935	8,200	9,491	502	67	17%
5213	Vehicle Repair	2,500	3,000	2,455	3,000	2,700	(500)	45	-20%
5215	Public Works - Small Tools	2,300	2,646	1,011	2,646	5,112	(346)	1,289	-15%
5217	License	-	-	-	-	36	-	-	-
5225	Public Works - Lab Testing	12,500	12,500	10,147	12,985	12,908	-	2,353	0%
5227	Public Works - Equip Repair	2,750	2,750	7,694	2,750	2,747	-	(4,944)	0%
5229	Public Works - Equip Rental	1,000	1,000	(33)	1,000	-	-	1,033	0%
5430	Fines/Penalties	2,000	2,000	-	3,000	25	-	2,000	0%
5514	Engineering	1,000	1,000	-	1,000	1,005	-	1,000	0%
5520	Improvements	1,000	1,000	-	1,000	416	-	1,000	0%
<b>TOTAL Wastewater Dept.</b>		<b>458,550</b>	<b>403,870</b>	<b>432,271</b>	<b>363,460</b>	<b>422,245</b>	<b>54,680</b>	<b>26,279</b>	<b>12%</b>
--	EXPENDITURES Other Dept.	246,602	193,932	254,512	182,619	229,167	52,670	(7,910)	21%
<b>SOURCES</b>									
050	REVENUE Sewer Operations	621,450	628,797	689,208	625,359	731,387	(7,348)	(67,759)	(0)
050	RESERVES Sewer Operations	83,703	(30,995)	(2,425)	(79,281)	(79,975)	114,698	86,128	137%



# Water Department

COD E	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	J
	<b>PERSONNEL</b>	<b>108,693</b>	<b>83,859</b>	<b>91,350</b>	<b>134,318</b>	<b>123,798</b>	<b>24,834</b>	<b>17,343</b>	<b>23%</b>
5000	Full Time Salaries	64,397	49,586	54,607	89,202	75,901	14,811	9,790	23%
5030	Overtime Salaries	3,343	1,612	3,063	2,850	2,879	1,731	280	52%
-	Payroll Taxes and Benefits	40,953	32,661	33,680	42,266	45,018	8,292	7,273	20%
	<b>OPERATING</b>	<b>256,035</b>	<b>305,134</b>	<b>141,836</b>	<b>209,390</b>	<b>141,112</b>	<b>(49,099)</b>	<b>114,199</b>	<b>-19%</b>
5101	Office Supplies	300	-	658	500	388	300	(358)	
5102	Operating Supplies	4,000	4,000	1,076	1,500	3,450	-	2,924	0%
5103	Postage	1,800	1,800	2,920	500	1,801	-	(1,120)	0%
5104	Printing - Forms	3,600	200	2,913	500	469	3,400	687	94%
5105	Advertising	450	450	-	110	438	-	450	0%
5106	Promotional	-	-	73	-	-	-	(73)	
5108	Streets	2,000	1,300	1,801	1,200	1,189	700	199	35%
5109	Chemicals	23,000	23,000	17,686	25,000	11,488	-	5,314	0%
5112	Legal	10,000	20,000	12,771	4,000	3,730	(10,000)	(2,271)	-100%
5115	Contract/Professional Svcs.	40,000	65,000	12,453	8,000	-	(25,000)	27,547	-63%
5119	Safety Supplies & Equipment	505	505	47	1,000	429	-	458	0%
5121	Telephone - Pager	3,184	3,184	2,678	2,600	3,144	-	506	0%
5122	Training - Conference	2,000	2,000	1,554	2,000	125	-	446	0%
5123	Auto/Transportation - PW	250	250	1,009	250	352	-	(759)	0%
5125	Publications - Books	100	100	31	100	23	-	69	0%
5126	Dues & Memberships	1,800	1,800	1,002	1,800	467	-	798	0%
5127	License	350	-	700	-	205	350	(350)	
5128	Employee Relations	60	60	-	60	-	-	60	0%
5129	Meeting	-	-	-	-	-	-	-	
5130	Rents - Leases	2,000	1,000	1,892	1,000	1,076	1,000	108	50%
5131	Records Maintenance	50	-	46	-	117	50	4	
5135	Maintenance - Repair	53,000	40,000	19,170	43,000	44,708	13,000	33,830	25%
5138	Office Equipment - P.W.	1,500	1,500	1,696	1,200	273	-	(196)	0%
5139	Equipment	4,000	4,000	3,220	3,000	4,086	-	780	0%
5141	General Liability Ins.	9,112	7,642	8,565	6,334	3,211	1,470	547	16%
5143	Property Insurance	1,784	1,695	1,677	1,424	745	89	107	5%
5144	Employee Practice Liab Ins.	813	563	782	502	181	250	31	31%
5148	Office Equipment	-	-	-	-	75	-	-	
5150	Electricity	20,147	54,000	18,533	60,000	23,446	(33,853)	1,614	-168%
5151	Natural Gas	140	150	131	2,000	104	(10)	9	-7%
5152	Water	380	-	298	-	-	380	82	
5153	Sewer	26,500	43,500	2,274	-	-	(17,000)	24,226	-64%
5154	Garbage	100	100	-	100	69	-	100	0%
5162	Medical	300	300	41	400	235	-	259	0%
5164	Regulatory Fees	16,500	8,000	10,758	13,000	16,234	8,500	5,742	52%
5165	Property Tax Assessment	-	-	-	30	-	-	-	
5171	Computer Software	450	450	2	750	176	-	448	0%
5173	Computer Maint.-Support	500	1,000	483	1,000	958	(500)	17	-100%
5174	Web Design Services	80	55	59	20	42	25	21	31%
5175	Community Promotions	-	-	-	10	-	-	-	
5212	Gas & Oil	6,000	5,000	5,608	6,000	5,722	1,000	392	17%
5213	Vehicle Repair	2,200	2,200	1,953	5,500	2,337	-	247	0%
5215	Public Works - Small Tools	2,500	2,500	582	3,000	3,186	-	1,918	0%
5217	License	30	30	-	-	24	-	30	0%
5225	Public Works - Lab Testing	10,000	3,500	4,096	5,000	2,127	6,500	5,904	65%
5227	Public Works - Equip Repair	2,800	2,800	659	2,500	2,750	-	2,141	0%
5229	Public Works - Equip Rental	250	-	439	1,500	-	250	(189)	
5430	Fines/Penalties	-	-	-	-	25	-	-	
5514	Engineering	1,500	1,500	-	2,000	1,168	-	1,500	0%
5520	Improvements	-	-	-	1,000	339	-	-	
	<b>TOTAL EXPENDITURES Water Dept.</b>	<b>364,728</b>	<b>388,993</b>	<b>233,186</b>	<b>343,708</b>	<b>264,910</b>	<b>(24,265)</b>	<b>131,542</b>	<b>-7%</b>
-	<b>EXPENDITURES Other Dept.</b>	<b>321,396</b>	<b>317,220</b>	<b>289,558</b>	<b>198,104</b>	<b>196,207</b>	<b>4,176</b>	<b>31,838</b>	<b>1%</b>
	<b>SOURCES</b>								
060	REVENUE Water Operations	493,030	534,560	430,413	592,997	504,517	(41,531)	62,617	-8%
060	RESERVES Water Operations	(193,094)	(171,653)	(92,331)	51,185	43,400	(61,620)	225,996	-14%





*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodelcity.com*

June 2, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Related to the Acquisition of School Site Property for City Park with Further Approval for the City Manager to Continue this Activity

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide staff with direction

BACKGROUND AND DISCUSSION

The City Manager will provide a brief update on the acquisition of the "Davis Street Park" which is currently owned by the School District but maintained by the city under a long-term agreement. The City Manager will ask the council to confirm its interest in acquiring the property.

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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
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riodelcity.com*



June 2, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager *3*

SUBJECT: Formal Appointment of a Negotiating Team for the Acquisition of a Water Line Relocation Agreement along Old Ranch Road.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Appoint Kyle Knopp, Randy Jensen and Russ Gans as the negotiating team for the acquisition of a water line relocation agreement along Old Ranch Road.

BACKGROUND AND DISCUSSION

The water line along Old Ranch Road is in need of replacement. While the line currently functions and has four meters serving approximately 8 homes, it is prone to leaking and generally requires a high level of maintenance to operate. The project seeks to securely bury a new pipeline underneath the centerline of Old Ranch Road for the majority of its length; currently the pipeline is largely above ground and to the side of the road in many locations.

The project has been complicated due to unclear and contested city easement access along Old Ranch Road; the road itself having gone through several changes over the years as the sliding mountainside has physically moved the road in some locations. Further, the City's access to this road has come under threat of litigation in the past and it has been necessary for the Council to consider its legal options related to this matter during previous closed sessions.

Over the past year the City Manager has been meeting with the affected residents of the Old Ranch Road Waterline. Concerns have been raised about the future of a city owned parcel at the end of Old Ranch Road in addition to the potential future effects of a water rate study and the additional need to replace the water line along Monument Road which is the main water artery that feeds the Old Ranch Road line.

The City Manager has proposed the parties consider a new, voluntary easement access agreement with all property owners along the Old Ranch Road that is specific and exclusive to replacement and ongoing maintenance of this particular water line. Such an agreement would have no bearing on any other dispute or potential legal dispute on Old Ranch Road.

On May 19, 2015 the City Manager received letters from a majority of the residents associated with the Old Ranch Road waterline, concurring that the basic outline of a voluntary agreement was acceptable.

Therefore, staff is requesting that the City Council appoint City Manager Kyle Knopp, Water Superintendent Randy Jensen and City Attorney Russ Gans as a negotiating team who will work with the affected property owners and, if successful, prepare a draft water line relocation agreement to be presented to the City Council at a future date for review and approval, and potential execution.

Such an agreement is expected to require the cooperation and involvement of the following persons/groups:

The City of Rio Dell  
Beth and John Coleman  
David and Susan Hagemann  
Jennifer Mackey  
Kay Peake  
Charl and Donna Stoneman  
Linda Cidoni  
Jeff and Laura Lewis  
Humboldt Redwood Company

Parcel numbers involved include:

205-041-040, 205-041-017, 205-041-057, 205-041-047, 205-041-059, 205-041-014

///

**675 Wildwood Avenue  
Rio Dell, CA 95562**



**TO:** Rio Dell City Council  
**FROM:** Karen Dunham, City Clerk  
**THROUGH:** Kyle Knopp, City Manager  
**DATE:** June 2, 2015  
**SUBJECT:** City Council Protocols/Rules of Procedure

### **RECOMMENDATION**

Review Draft City Council Protocols/Rules of Procedure and discuss any additional recommended revisions.

### **BACKGROUND AND DISCUSSION**

The City Council Protocols establishes procedures and parliamentary rules for the conduct of City Council meetings. The Council's Protocols were last updated in August of 2011 and certain provisions of the existing protocols are outdated or do not reflect the current practices of the Council.

As directed by Council at the April 21, 2015 regular meeting, staff added and amended provisions within the protocols to reflect current practices. Some of the revisions include:

- 1) Inclusion of a City Council Mission Statement;
- 2) Update of Agenda posting locations;
- 3) Procedure for adjournment of meetings;
- 4) Rules of Decorum and Conduct for staff and the public;
- 5) Revision of the General Order of the Agenda; and
- 6) Revision of the General Parliamentary Procedure related to Rules of Order

Upon Council's approval of the draft document, staff will come back to the Council with the draft Ordinance for formal adoption and inclusion into the Rio Dell Municipal Code (RDMC).

# ***CITY OF RIO DELL***



***DRAFT***

## ***CITY COUNCIL PROTOCOLS***

***2015***

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***Prepared by:***

***Office of the City Clerk***

***Adopted:***

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10.1 Ad Hoc Committees

10.2 Councilmember Appointments to Boards/Committees/Commissions

**11. CONFLICT OF INTEREST/ECONOMIC DISCLOSURE REQUIREMENTS FOR PUBLIC OFFICIALS**

11.1 Conflict of Interest

11.2 Statements of Economic Interest Form 700

**12. PROTOCOL ADMINISTRATION**

12.1 Review of City Council Protocols

12.2 Adherence to Protocols

12.3 City Attorney as Protocol Advisor

12.4 Adherence to Administrative Procedure and Process Protocols

12.5 Applicability of Protocols

**1. PURPOSE**

The purpose of establishing and updating the City Council Protocols is to provide guidelines for the City Council to conduct its business in an orderly, consistent, and fair manner.

The protocols set forth herein are not intended to limit the inherent power and general legal authority of the City Council. Any of the protocols herein may be waived by a majority vote of the City Council when it is deemed that there is good cause to do so based upon the particular facts and circumstances.

### **1.1 Mission Statement of the City Council**

*"In the conduct of the public's business, the Rio Dell City Council strives to operate with integrity, responsibility and respect for all. The meetings of the Rio Dell City Council will be operated openly and for the purpose of protecting the rights of the minority while carrying out the will of the majority."*

## **2. STATUTORY REQUIREMENTS/REGULATIONS**

Certain state laws and other established regulations exist, which govern various responsibilities of the City Council. These protocols are not intended to duplicate, fully articulate all requirements, or repeal any existing statutes or regulations. City Councilmembers are responsible for becoming familiar with these statutes and regulations.

### **2.1 The Brown Act**

The Ralph M. Brown Act provides that all meetings of a legislative body, whether meetings of the City Council or its appointed commissions and committees, shall be open and public and all persons shall be permitted to attend. Notices of such meetings must be made 72 hours prior to the meeting (or 24 hours in the case of a special meeting). A "meeting" takes place whenever a quorum is present and subject matter related to the City business is heard, discussed, or deliberated upon.

### **2.2 Political Reform Act**

The Political Reform Act states that public officials shall perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who have supported them. The Political Reform Act establishes regulations regarding conflicts of interests and campaign receipts and expenditures.

### 2.3 Rio Dell Municipal Code (RDMC)

The Rio Dell Municipal Code (RDMC) consists of those codified ordinances of general municipal regulations and laws of the City of Rio Dell. **The City Clerk shall be responsible for timely codification of all adopted ordinances as updates to the Rio Dell Municipal Code (RDMC).**

### 2.4 RDMC Chapter 2.05 Relating to Council Meetings

RDMC Chapter 2.05, "City Council Meetings," sets forth the time and place of regular meetings, and further establishes such things as the rules for the cancellation of meetings, change of location, special and emergency meetings, and continuation of meetings. (Attached as Exhibit A)

### 2.5 Code of Ethics

RDMC Chapter 1.10 "Code of Ethics," sets forth the code of ethics and values for Councilmembers. The proper operation of democratic government requires that decision makers be independent, impartial, and accountable to the people they serve. The City of Rio Dell has adopted this code of ethics to promote and maintain the highest standards of personal and professional conduct in the City's government. (Attached as Exhibit B)

## 3. **COUNCIL ORGANIZATION**

### 3.1 Newly-Elected Councilmembers

Newly-elected Councilmembers are generally sworn into office at the first regular meeting following receipt of the Certification of Votes from the County Elections Department following the November General Election. Immediately upon election (even before being sworn into office), newly-elected Councilmembers are subject to the provisions of the Brown Act.

### 3.2 Selection of Mayor and Mayor Pro Tem

Resolution No. ~~700~~ **1127-2011** establishes the procedures for seating new members of the City Council. Section 36801 of the California Government Code and ~~Resolution No. 822.1~~ also establishes the procedures for choosing the Mayor and Mayor Pro Tem. The Mayor and Mayor Pro Tem will be elected by a majority vote of the City Council. In years when members of the City Council are to be elected, the City Council shall consider the election of a Mayor and Mayor Pro Tem for two (2) year terms at the first regular **or special** meeting after certification of the general election results has been received.

### 3.3 Duties of Mayor and Mayor Pro Tem

The Mayor shall preside over all City Council meetings. If he/she is absent or unable to act, the Mayor Pro Tem shall serve until the Mayor returns or is able to act. (Calif. Gov't Code Section 36802)

In the absence of the Mayor and Mayor Pro Tem, the City Clerk shall call the Council to order, whereupon a temporary Chairperson shall be chosen by members of the Council to preside over the meeting.

### 3.4 Seating Order

Following the **City Council** election, the City Clerk shall designate the seating order for the Council dais. The Mayor Pro Tem is generally seated to the right of the Mayor.

### 3.5 Representation at Ceremonial Functions

The Mayor shall represent the Council at ceremonial functions. The Mayor may, at his/her own discretion, ask another Councilmember to represent the Council at the function.

Councilmembers shall be reimbursed for meal expenses and mileage to attend ceremonial functions, for which the Councilmember was invited to represent the City, pursuant to the City of Rio Dell Travel and

Reimbursement Policy (Resolution No. 809-2002).

#### **4. COUNCIL ADMINISTRATION**

##### **4.1 Travel and Expense Reimbursement**

Authorization to incur expenses for travel, conferences and training shall be made only for purposes approved in the budget by the City Council pursuant to Resolution 809-2002 (Attached as Exhibit C)

##### **4.2 Mail/Council Correspondence**

###### **Mail**

All general mail is date stamped and routed to the address unopened. All letters addressed to the Mayor and/or City Council requiring a response from staff are copied to the City Manager. A copy of the responses mailed, along with the original letters will be provided to each Councilmember. Letters addressed to the Mayor and/or City Council that do not require a response, but provide information on Council agenda items or like matters are copied to the full Council. Mail pertaining to specific meetings where an individual Councilmember is the appointed representative of the Council is opened. Copies are not made for the full Council. Cards and other Councilmember mail marked "personal" will not be copied to the full Council.

###### **Council Correspondence**

All Councilmember correspondence written with City resources (letterhead, typing staff report, postage, etc.) will reflect the position of the full Council, not individual Councilmembers's positions. All Councilmember correspondence using City resources will be copied to the full Council. For example, responses to citizen letters will be copied to the full Council along with the original citizen correspondence. City Councilmembers will be provided individual stationary and envelopes for use for communications reflecting their personal positions, not the positions of the full Council. These communications will be prepared and sent at the expense of the individual Councilmembers. Councilmembers may utilize the City's outgoing mail service.

#### 4.3 Clerical Support

The City Manager's Office will coordinate the typing of correspondence requested by individual Councilmembers for communications reflecting the position of the full Council. All correspondence typed for Councilmembers will be on City letterhead and will reflect the position of the full Council, not individual Councilmembers, and will be copied to the full Council.

#### 4.4 Requests for Research or Information

Councilmembers may request information or research from the City Manager on a given topic directly when it is anticipated that staff can complete the request in less than an hour per week. Requests for new information or policy direction will be brought to the full Council at a regular meeting for consideration. All written products will be copied to the full Council.

#### 4.5 Council Notification of Significant Incidents

In conjunction with the City's public safety department, the City Manager's Office will coordinate the notification to Council of major crime, or other related incidents. This will be accomplished concurrently through telephone and e-mail messages.

### 5. MEETING GUIDELINES & PROCEDURES

#### 5.1 Attendance/Quorum

Councilmembers acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Councilmembers shall make a good faith effort to attend all such meetings. Councilmembers shall notify the City Clerk if they will be absent from a meeting. The City Clerk shall then notify the City Manager and all other Councilmembers. If a Councilmember fails to attend three (3) consecutive regular meetings of the Council without being excused, his/her position on the City Council

becomes vacant and shall be filled by appointment or election as determined by a majority vote of the City Council. At the start of each City Council meeting, the Mayor shall call the roll. Any absent Councilmember who has left a message by 5:00 p.m., or reached the Mayor or City Manager's Office directly before the start of the meeting on the day of the meeting to advise of such absence, shall be considered excused. ~~only upon majority vote of the Council.~~

## 5.2 Meeting Dates and Location

Consistent with RDMC Chapter 2.05, regular meetings of the City Council shall be held on the ~~every~~ 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month, commencing at 6:30 p.m. in the City Hall Council Chambers, 675 Wildwood Avenue, Rio Dell.

### 5.2a Other Locations

The Council may from time to time, elect to meet at other locations within the City and upon such election shall give public notice of the change of location in accordance with provisions of the Government Code.

### 5.2b Location During Local Emergency

If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet at City Hall, the meetings may be held for the duration of the emergency at such other place as may be designated by the Mayor, or if the Mayor does not so designate, by the Mayor Pro Tem or the City Manager.

## 5.3 Cancelled Meetings

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall default to the following Thursday. That meeting or any other scheduled Council meeting may be cancelled when deemed appropriate by the Council, providing that the Council meets regularly, however, at least once



each month.

#### 5.4 Special Meetings and Emergency Meetings

Special meetings and emergency meetings of the City Council may be called and held from time to time consistent with the procedures set forth in the Ralph M. Brown Act (Government Code Sections 54950, et seq.

#### 5.5 Adjourned Meetings

The City Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Ralph M. Brown Act (Government Code Sections 54950, et. seq.

#### 5.6 Posting of the Agenda

All City Council agendas and notices shall be made available to the general public pursuant to the California Government Code. The locations designated as the City's official posting locations are as follows:

1. The bulletin board at the entrance of City Hall
2. The bulletin board at the Rio Dell Post Office
3. The bulletin board at the **Downtown City Parking Lot** ~~Rio Dell/Scotia Chamber of Commerce~~
4. Any other location as may be specifically selected in addition to the three location heretofore designated. ~~(Resolution No. 511)~~  
~~(the fourth posting location is currently the Downtown City Bulletin Board).~~

#### 5.7 Agenda Packet Preparation

The City Manager reviews and approves all items for the Council agenda. Agenda packets are compiled, photocopied, posted to the City's web site, and distributed through the City Clerk's Office. Agenda packets shall be distributed to Councilmembers no later than the Friday prior to the Council meeting.



## 5.8 Placing Items on the Agenda

Matters may be placed on the agenda for consideration by request of 1) the Mayor; 2) the City Manager; and 3) the City Attorney. Any reasonable request shall be honored subject to the City Manager's discretion as to the preparation of accompanying staff reports. Each ~~Thursday morning~~ **Wednesday** the City Manager meets with Department Heads to go over proposed future agendas, at which time issues that need to be brought forth to the City Council are discussed with the City Manager.

Councilmembers shall have the opportunity to request an item be placed on the agenda during an open council meeting; with concurrence of the Council, the request shall be honored.

Requests from the public to place an item on the agenda are to be directed to the City Clerk and shall be handled in the following manner:

- Proclamations/Certificates – All requests for proclamations and certificates are subject to approval of the Mayor or City Manager and are typically honored only if a local representative from the requesting agency can appear to accept the proclamation or certificate.
- Presentations – Most requests for presentations by civic groups and local organizations shall be honored and placed appropriately under the "Special Presentations" segment of the agenda.
- Item for Discussion/Action by Public  
Requests by members of the public to place an item for discussion or action on the agenda shall be directed to the appropriate City department for proper handling. In the event it cannot be handled in this manner, the individual requesting the action should attend a City Council meeting and address the Council under the "Public Presentation" segment of the agenda.

The Council shall not take action on the matter other than to either: 1) direct that the matter be placed on a future agenda, or 2) direct staff to research the issue and report back to Council.

## 5.9 Americans with Disabilities Act (ADA) Statement

Agendas for all City Council meetings will contain a statement regarding the Americans with Disabilities Act, making the City Clerk the contact for inquiries by those needing special assistance to participate in the meeting.

## 5.10 Adjournment of Meetings

The Council establishes 10:00 p.m. as the hour of adjournment and will not continue beyond 10:00 p.m. without a majority vote of the Council. To assist on making the determination to continue an item under consideration, the Council should find that discussion, deliberation and action on the item could be concluded by 11:00 p.m. The Council will not hear any new agenda items past 10:00 p.m. without a majority vote of the Council. A determination should be made by Council that any new item(s) can be discussed, deliberated and action taken before 11:00 p.m. If agenda items remain after the 10:00 p.m. adjournment, a special continued **meeting** may be scheduled or the items deferred until the next regular meeting.

**At the conclusion of any agenized meeting of the City Council, the Mayor shall call for a motion to adjourn. The motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meeting. It is not subject to debate and requires a majority vote. (Govt Code 54955)**

## 6. RULES OF CONDUCT

### 6.1 General **Parliamentary** Procedure

It is the policy of the Council not to become involved on the entanglements over "parliamentary procedure." Consistent with any applicable City ordinance, statute or other legal requirement, any issue of procedure relating to the conduct of a meeting or hearing not otherwise provided for herein **shall be governed by Rosenberg's Rules of Order or as determined by the Mayor. However, no ordinance, resolution, proceedings or other**

action of the City Council will be invalidated, or the legality thereof affected, by the failure or omission to observe or follow said Rules. In the event of a conflict between the City's Municipal Code and/or these Rules of Procedure/Protocols with Rosenberg's Rules of Order, the provisions of the City's Municipal Ordinances and/or these Rules, as applicable, shall govern. The Mayor, at his/her discretion, may refer to Robert's Rules of Order for any matters not addressed in either these Rules of Procedure or Rosenberg's Rules of Order.

## 6.2 Addressing Members of the Public and Staff

In addressing the public and members of the City's staff, Councilmembers will generally refer to persons as Mr., Mrs. or Ms. followed by their surname and/or job title.

## 6.3 Authority of the Chair

Subject to the full Council, the Mayor shall have the authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Council by ruling any such matter out of order. In so ruling, the Mayor shall be courteous and fair and should presume that the moving party is acting in good faith.

## 6.4 Mayor to Facilitate Council Meetings

The Council has delegated the responsibility and expanded the role of the Mayor to include the facilitation of Council meetings. In the role as facilitator, the Mayor will assist the Council to focus on their agenda, discussions and deliberations.

## 6.5 Council Deliberation and Order of Speakers

The Mayor has been delegated the responsibility to control the debate and the order of speakers.

### 6.5a Questions Addressed to Another Councilmember

With the concurrence of the Mayor, a Councilmember holding the floor may address a question to another Councilmember and that Councilmember may respond while the floor is still held by the Councilmember asking the question. A Councilmember may opt not to answer a question while another Councilmember has the floor.

#### 6.6 Limit Deliberations to Item at Hand

Councilmembers will limit their comments to the subject matter, item or motion being currently considered by the Council.

#### 6.7 Length of Council Comments

Councilmembers will govern themselves as to the length of their comments or presentation. As a courtesy, the Mayor will signal by hand to a Councilmember who has been speaking for over ten (10) minutes. The intent of the hand signal is a courtesy to let the Councilmember know they have been speaking for about ten minutes and may want to consider wrapping up their comments. This procedure is not meant to limit debate or to cut comments short, but rather to assist Councilmembers on their efforts to communicate concisely.

#### 6.8 Council Presentations

Councilmember presentations are limited to the item or issue being deliberated. To insure that the appropriate equipment is available, councilmembers must provide the City Clerk advance notice of the intent to make a presentation. To insure a complete record of the meeting, councilmembers will provide a copy of the presentation to the City Clerk at the conclusion of the Council meeting.

#### 6.9 Obtaining the Floor

Any member of the Council wishing to speak must first obtain the floor by being recognized by the Mayor. The Mayor must recognize any councilmember who seeks the floor when appropriately entitled to do so.

## 6.10 Procedure for Motions

Motions may be made by any member of the Council, including the Mayor and/or presiding officer, providing that before the presiding officer offers a motion, the opportunity for making a motion should be offered to other members of the Council. Any member of the Council, other than the person offering the motion, may second a motion. The following is the general procedure for making motions:

- Before a motion can be considered or debated, it must be seconded.
- A Councilmember wishing to second a motion should do so through a verbal request to the Mayor.
- Once the motion has been properly made and seconded, the Mayor shall open the matter for discussion offering the first opportunity to the moving party, and thereafter, to any Councilmember properly recognized by the Mayor.
- The Mayor may ask for public comment on the motion.
- Once the matter has been fully discussed and the Mayor calls for a vote, no further discussion will be allowed, provided, however, Councilmembers may be allowed to explain their vote.

### 6.10a Motion Amendments

When a motion is on the floor and an amendment is offered, the amendment should be acted upon prior to action on the main motion.

### 610.b Motion of Intention

A Motion of Intention process is generally limited to matters legally required to be supported by findings. In proceedings identified as quasi-judicial on the agenda, when the City Council takes an action that is substantially different from the staff recommendation, the Council may utilize the Motion of Intention. A Motion of Intention provides staff direction as to

the City Council's action through a formal motion. Based on this motion, staff revises the necessary findings, resolutions and/or implementing documentation for the City Council's action at the next scheduled meeting.

#### 6.11 Ordinances

Motions offering ordinances are deemed to include waiver of full reading of the ordinance and the reading of the ordinance by title only unless otherwise specifically stated.

#### 6.12 Voting

Any councilmember present at a meeting when a question comes up for a vote should vote for or against the measure unless he/she is disqualified from voting and abstains because of such disqualification. If the vote is a voice vote, the Mayor shall declare the result. The Council may also vote by roll call, ballot or voting machine. Regardless of the manner of voting, the results reflection of all "ayes" and "noes" must be clearly set forth for the record.

#### 6.13 Abstention

If a Councilmember abstains because of a legal conflict, he/she is not counted as present for quorum purposes and is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those members present and voting." When a Councilmember abstains or excuses themselves from a portion of a Council meeting because of a legal conflict of interest, the Councilmember must briefly state on the record the nature of the conflict. Inclusion of this information on the public record is required by law. If a Councilmember abstains because of a conflict other than legal, he/she is counted as present for quorum purposes and is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those members present and voting."

#### 6.14 Tie Votes

A tie vote results in a lost motion. In such an instance, any member of the Council may offer a motion for further action. If there is not action by an affirmative vote, the result is no action. If the matter involves an appeal, and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.

#### 6.15 Motions for Reconsideration

Motions for reconsideration of a matter may be made at the same meeting or at the next succeeding meeting following a Council action. A proposed motion for reconsideration at the next meeting must comply with Brown Act noticing requirements. Motions for reconsideration may only be made by a Councilmember that voted with the majority of the City Council on the action proposed to be reconsidered by the Council. In the case of a tie vote, the prevailing side or majority of the Council will be deemed to be those Councilmembers who voted in the negative. Any member of the Council may second a motion for reconsideration.

#### 6.16 Serial Meetings

Serial meetings are meetings that at any one time involve only a portion of legislative body, but eventually involve a quorum. Serial meetings yield a process that deprives the public the opportunity for a meaningful contribution to the decision-making process. Serial meetings may be a chain, in which member "A" contacts member "B", "B" then contacts "C", "C" contacts "D" and so on, until a quorum is involved. An elected official has the right to confer with a colleague about public business however, if and when a "collective concurrence as to action to be taken" is reached, the Brown Act is violated. Councilmembers are encouraged to consider the possibility of serial meetings when engaging in discussion with their colleagues on a matter within the subject jurisdiction of the City.

#### 6.17 Non-Observance of Rule

Rules adopted to expedite and facilitate the transaction of the business of the Council in an orderly fashion shall be deemed to be procedural only,



and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the Council.

## 7. DECORUM

### 7.1 Councilmembers

RDMC Chapter 1.05 "Code of Ethics" establishes the code of ethics and values to be followed by City Councilmembers and others. Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Councilmembers shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the City Council at all times. Councilmembers in the minority on an issues shall respect the decision and authority of the majority.

### 7.2 City Staff

Members of the City staff are expected to observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business professional manner toward Councilmembers and members of the public.

#### City staff shall:

- a. prepare well-written staff reports and provide accompanying documents on all agenda items in accordance with the agenda format and preparation schedule;
- b. be available for questions from councilmembers in accordance with the Brown Act prior to and during meetings;
- c. respond to questions from the public during meetings only when requested to do so by the mayor or the city manager;
- d. refrain from arguing with the public or councilmembers;
- e. switch any electronic equipment such as pagers and cell phones to silent or off mode during council meetings;
- f. remain objective on issues and should not be advocates for issues unless so directed by the council or city manager;
- g. to the extent permitted by the Brown Act, the city manager and staff



- shall inform the mayor and council of controversial, significant-impact issues that are coming before the council, providing as much advance notice prior to the meeting as possible; and
- h. The city manager shall advise management staff of potentially political or controversial issues coming before the council and direct staff to be present and appropriately prepared.

### 7.3 Public

Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council and staff as noted in Chapter 7, Section 7.1 and 7.2 of these rules.

No person shall engage in conduct that is intended to or is likely to provoke violent or riotous behavior nor shall any person engage in disorderly or boisterous conduct, including the utterance of loud, threatening, profane or abusive language, personal impertinent or slanderous remarks, whistling, stamping of feet, booing or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council meeting. Applause will be permitted. As deemed acceptable by the Mayor, except during public hearings.

Any persons who violate this rule shall, at the discretion of the Mayor, or by majority of the Council, be barred from attendance for the remainder of the Council meeting, provided the Mayor has requested that a person who is breaching these rules of conduct be orderly and silent. If, after receiving a warning from the Mayor, a person persists in disturbing the meeting, the Mayor shall order the person to leave the Council meeting. If such person does not immediately remove himself/herself, the Mayor may order the Mayor may request the Sergeant at Arms or any law enforcement officer present to remove that person from the Council Chambers. In the absence of a law enforcement officer, the Mayor may recess the meeting until a law enforcement officer is able to arrive and remove the person.

### 7.4 Noise in the Council Chambers

Any noise emanating from the audience within the Council Chambers which disrupts City Council meetings, shall not be permitted.

## **8. ORDER OF BUSINESS**

### **8.1 General Order**

The business of the Council at its meetings will generally be conducted in accordance with the following order of business unless otherwise specified.

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL
- D. PUBLIC PRESENTATIONS**
- E. CONSENT CALENDAR
- F. ITEMS REMOVED FROM CONSENT CALENDAR**
- G. SPECIAL PRESENTATIONS/**STUDY SESSIONS**
- H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS
- I. ORDINANCES/RESOLUTIONS/**PUBLIC HEARINGS**
- J. REPORTS/STAFF COMMUNICATIONS
- K. COUNCIL REPORTS/COMMUNICATIONS
- L. ADJOURNMENT

### **Closed Sessions**

A closed session may be held at any time during a meeting consistent with applicable law. The order of business under closed session will be conducted as follows:

- A. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS
- B. PUBLIC COMMENT REGARDING CLOSED SESSION
- C. RECESS INTO CLOSED SESSION
- D. RECONVENE INTO OPEN SESSION
- E. ORAL ANNOUNCEMENTS

## 8.2 Action Agenda Items

In accordance with the Ralph M. Brown Act, the Council may not take action on any item that did not appear on the posted Council agenda 72 hours prior to the Council meeting unless an exception is made as permitted under Government Code Section 54954.2 (Agenda Postings; Action on Other Matters).

## 8.3 Consent Calendar

Agenda items removed from the consent calendar by Councilmembers or staff will be considered individually under “ **Items Removed from the Consent Calendar**” section of the agenda. Members of the public may comment on consent items prior to the Council’s consideration of the consent calendar. A Councilmember may vote “no” on any consent item without comment or discussion. Any abstentions, comments, questions or discussion on an item will require the pulling of the item from the consent calendar.

## 8.4 Special Presentations

All Special Presentations will be calendared and coordinated through the City Manager and the Mayor and may be limited by the Mayor to a time period not to exceed 15 minutes at each Council meeting.

## 8.5 Special Call Items/Community Affairs

This section of the agenda is for items requiring discussion and/or action. The Mayor will call for a staff report from the City Manager; he/she may defer to the appropriate department head to present the staff report and answer questions of the Council.

## 8.6 Ordinances/Resolutions

Ordinances involve a command or prohibition and have the force of law in the City for which an ordinance is adopted. An ordinance generally prescribes some permanent rule of conduct or government that remains in

force until the ordinance is repealed. With the exception of urgency ordinances, no ordinance may be passed within five (5) days of its introduction. Two (2) readings are therefore required; one to introduce; and a second to adopt the ordinance. Ordinances may only be passed at a Regular meeting or at an Adjourned (i.e. Continued) Regular meeting; except for urgency ordinances. Ordinances may not be passed at a Special meeting. Unless otherwise stated, an ordinance shall take effect thirty (30) days following the date of adoption.

A resolution expresses City Council policy or directs certain types of administrative action and may be changed by a subsequent resolution. Resolutions are effective on the date of adoption.

#### 8.7 Public Presentations

This time is for persons who wish to address the Council on any matter not on the agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Speakers are to come to the podium and state their name for the record. Items requiring Council action may be placed on the next regular agenda for consideration, if the Council directs, unless a finding is made by at least 2/3rds of the Councilmembers present that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Comments are limited to 3 minutes per speaker.

#### 8.8 Council Reports/Communications

The Council Reports/Communications section of the agenda provides Council the opportunity to briefly comment on Council business, City operations, City projects and other items coming before the Council. It also allows Councilmembers serving on Council subcommittees to present a verbal report to the full Council on the activities of the respective boards, commissions or committees upon which they serve. No action may be taken.

#### 8.9 Closed Session

Closed sessions are regulated pursuant to the Brown Act. All written materials and verbal information regarding closed session items shall remain confidential. No member of the Council, employee of the City, or anyone else present shall disclose to any person the content or substance of any discussion that takes place in a closed session, unless authorized by a majority of Council. The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be a courtesy, respect, and tolerance for all viewpoints and for the right of councilmembers to disagree.

Under the Brown Act, California Government Code Section 54957.1(a): The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon. (See Exhibit "D" for guidance)

#### 8.10 Adjournment

(moved to Section 5.10)

~~The Council establishes 10:00 p.m. as the hour of adjournment and will not continue beyond 10:00 p.m. without a majority vote of the Council. To assist on making the determination to continue an item under consideration, the Council should find that discussion, deliberation and action on the item could be concluded by 11:00 p.m. The Council will not hear any new agenda items past 10:00 p.m. without a majority vote of the Council. A determination should be made by Council that any new item(s) can be discussed, deliberated and action taken before 11:00 p.m. If agenda items remain after the 10:00 p.m. adjournment, a special continued meeting may be scheduled or the items deferred until the next regular meeting.~~

### 9. **QUASI-JUDICIAL PROCEEDINGS**

#### 9.1 Defined

Quasi-judicial proceedings are those proceedings in which the City Council is required to make findings based on an evidentiary record as to the entitlement. In quasi-judicial proceedings, the City Council sits as the judge and jury, and is required to make findings based on the evidence

and records presented. Examples of quasi-judicial proceedings that may be heard by the City Council include conditional use permits, variances and subdivision map approvals.

## 9.2 Identification on Agenda

To facilitate the identification of quasi-judicial matters, quasi-judicial proceedings will be identified as such on the Council agenda under the heading of "Quasi-Judicial Proceedings."

## 9.3 Ex Parte Communications

An ex parte communication is a communication made with a councilmember outside the Council chambers with any person except the City Attorney concerning a quasi-judicial proceeding to be heard by the City Council. When a Councilmember has an ex parte communication concerning a subject that is the basis of a quasi-judicial proceeding before the Council, the Councilmember must state for the public record the nature of that communication. Councilmembers must indicate with whom the ex parte communication was made and provide a brief statement as to the substance of the communication. A Councilmember may make an oral presentation of the nature of the communication or provide a written statement to be read into the public record.

# 10. COMMISSIONS/COMMITTEES

## 10.1 Ad Hoc Committees

Ad Hoc Committees are formed on an as-needed basis with a clearly defined purpose and term. Ad Hoc Committees will consist of two (2) councilmembers recommended by the Mayor and concurred with motion by the full Council.

## 10.2 Councilmember Appointments to Boards/Committees/Commissions

**Resolution No. 1127-2011 establishes the procedures for appointments by the City Council for vacant positions on various commissions. RDMC**



Chapter 2.55 also provides direction concerning the City's boards, commissions and committees. The City Council shall establish and by a majority vote appoint individuals for the prescribed terms to serve on such commissions, committees boards, agencies and task forces as are required by law and by City operational need. The operational identities of such organizations are defined by law, ordinance or resolution. At the completion of an appointee's prescribed term of office on such an organization, any interested party may apply to the City Clerk for Council consideration for appointment or reappointment to these support organizations which include, but are not limited to the Planning Commission, Parks and Recreation Commission, Traffic Committee and the Community Development Block Grant Advisory Committee (CDBG-AC)

Pursuant to RDMC Chapter 2.55, the City Council shall establish and by a majority vote appoint individuals for the prescribed terms to serve on such commissions, committees, boards, agencies and task forces as are required by law and by City operational need. The operational identities of such organizations are defined by law, ordinance or resolution. At the completion of an appointee's prescribed term of on such an organization, any interested party may apply to the City Clerk for Council consideration for appointment or reappointment to these support organizations which include, but are not limited to the Planning Commission, Parks and Recreation Commission, Traffic Committee and The Community Development Block Grant Advisory Committee (CDBG-AC).

#### 10.2a City Representation in Other Organizations

Councilmembers are requested to serve on various commissions for outside agencies. Following an election year at which new Councilmembers are elected, the newly seated Council shall review the list of current assignments and make recommendations for appointments. Any Councilmember desiring to serve on a certain commission or board should inform the Mayor. Councilmembers resigning from his/her position on a certain commission should inform the Mayor via the City Clerk's Office in writing. Appointments are made by the Mayor subject to approval by majority vote of the Council.



## **11. CONFLICT OF INTEREST/ECONOMIC DISCLOSURE REQUIREMENTS FOR PUBLIC OFFICIALS**

### **11.1 Conflict of Interest**

The Political Reform Act (Government Code, Title 9, Sections 81000-91015) controls conflict of interest through disclosure and prohibition of participation in decisions, which are actual conflicts of interest. Specifically, it requires City Councilmembers and other public officials to annually disclose all financial interests that may be affected by decisions made in their official capacity; this includes interests such as investments, real property, and income. Councilmembers must also disqualify themselves from making or participating in making or influencing any governmental decision that will have a foreseeable material financial effect on any economic interest of the Councilmember or certain family members.

### **11.2 Statement of Economic Interest**

A financial disclosure form (Statement of Economic Interest Form 700) must be filed with the City Clerk no later than April 1<sup>st</sup> of each year for financial interests pertaining to the preceding calendar year. Newly-elected councilmembers must file a statement within 30 days of officially assuming office. Planning Commissioners and certain city officials are also subject to this disclosure requirement.

## **12. PROTOCOL ADMINISTRATION**

### **12.1 Review of City Council Protocols**

The protocols will be reviewed and amended from time to time by the City Council in order to remain current with federal, state, and local law.

### **12.2 Adherence to Protocols**

During City Council discussions, deliberations and proceedings, the Mayor has been delegated the primary responsibility to insure that the City Council, staff and members of the public adhere to the Council's adopted

Protocols.

### 12.3 City Attorney as Protocol Advisor

The City Attorney assists the Mayor as a resource to confer with and an advisor for interpreting the City Council's adopted protocols.

### 12.4 Adherence to Administrative Procedure and Process Protocols

The City Council has delegated the City Manager responsibility to discuss, on behalf of the full Council, any perceived or inappropriate administrative action with a Councilmember. The City Manager will discuss with the councilmember the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the City Manager will report the concern to the full Council.

### 12.5 Applicability of Protocols

The City of Rio Dell City Council Protocols shall also apply to the City Council when sitting as other entities or agencies representatives or any other body. The role of the Mayor and Mayor Prop Tem shall be interchangeable with the Chair and Vice Chair, or President and Vice President when sitting as another entity.